



BPP STUDENTS' ASSOCIATION

A GUIDE FOR CLUB & SOCIETY PRESIDENTS AND OFFICERS

INTRODUCTION

This booklet is intended as a guide for those students who want to set-up or take over the running of a student-led club or society at BPP University.

We have included sections on the areas that sometimes prove problematic for presidents and officers, including guidelines on funding.

It is very important that you read this document thoroughly in order to get a proper understanding of how to run a club or society and also how BPP Students' Association works.

Please note that you must have **registered** your club or society with us (by completing the application form and other associated documents) before it will be recognised as an official club or society and treated as such.

If you have any questions about what you read in this booklet, please contact us by e-mailing engage@bpp.com

Contents

Introduction	2
BPP Students' Association Management	4
Funding: An Overview	5
Starting a New Society	6
Shoulds and Shouldn'ts	7
What you can expect from us	8
Tools to promote	9
What we expect from you	10
www.bppstudents.com VS Facebook	11
Branding	12
Who can be a member?	13
Contacting Members	14
Organising Events	15
Guest Speakers	17
Handling Monies	18
Societies with Charitable Aims	21
Budget Proposal Guidelines	22
Funding Criteria	23
Handovers and Elections	24
President Code of Conduct	25
Your Constitution	26
President Contract	27

BPP STUDENTS' ASSOCIATION MANAGEMENT

The Students' Association is managed by the Student Engagement Team.

Who are we?



Azmat Suleman

Based in London



Chris Donald

Based in Manchester

The Student Engagement Team is there to support the clubs and societies at all BPP University locations. They are your point of contact for anything concerning your club or society. We recommend all emails go to

engage@bpp.com or by calling 0845 075 3506

Rather than named individuals, this will allow for a faster and more centralised reply.

FUNDING: AN OVERVIEW

BPP University funds the Students' Association by means of an annual budget allocation which is managed by the Student Engagement Team.

BPP operates very differently to many universities, having multiple study centres in cities across the UK. As a result we do not offer all the facilities that many campus universities have, but we want our students to have the opportunity to participate in a range of activities. This means that we have for many years offered financial support to sports clubs and societies to help pay for activities, such as hiring pitches. We now have a number of societies which are non sport-related but still receive support (financial and otherwise) from the Students' Association.

The Students' Association aims to provide the best value for money and therefore we look to financially support clubs or societies that are seen to be of maximum benefit to the BPP student community i.e. a society that runs all year long and provides activities for a large number of students will be prioritised for funding.

See page.23 for a more detailed breakdown of the funding criteria.

STARTING A NEW SOCIETY

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

WHAT YOU NEED TO START A SOCIETY

1. A President and Vice President
2. A completed application form
3. A list of 10 students who are potential members. Contact details must be supplied
4. A detailed budget proposal (if applicable). See guidance notes on page 22
5. President Contract (p.27 signed)

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

During the first month you will also be asked to produce a constitution (see page.26)

DO YOU HAVE THE RIGHT OBJECTIVES?

You should:

- Be confident that your club or society will be of benefit to BPP University students
- Provide as many relevant activities for as many students as possible
- Help to raise the profile of BPP and of BPP Students' Association
- Find ways to be financially self-sufficient where possible (organise fundraisers, charge membership/ subs etc.)
- Communicate with the Student Engagement Team at all times

You shouldn't:

- Start a society purely to have something to put on your CV
- Run exclusive events just for your friends
- Subsidise programme/school-specific events with Students' Association funding (any clubs or societies)

must be open to all BPP University students and not specifically to those on one programme)

WHAT YOU CAN EXPECT FROM US (THE STUDENT ENGAGEMENT TEAM)

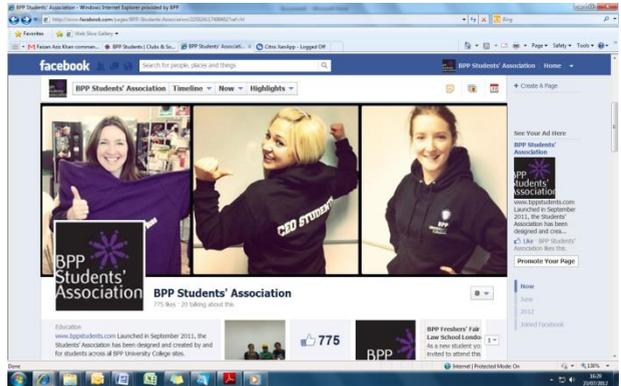
- Fair treatment of all BPP University registered clubs and societies
- Assistance with promotion of your society and your events
- A commitment to equality, diversity and inclusion
- Advice and guidance on how to promote, fundraise and maintain democracy in your club or society
- Financial support (limited)

TOOLS TO HELP YOU AND TO PROMOTE YOU



A free page on our BPP Students' Association website (& President log-in to track your membership)

Promotion via
the BPP
Students'
Association
Facebook page



And via our BPP Students'
Association Twitter feed

Free ads & articles in
the Snews - BPP
Students' Association's
e-newsletter



Also:

- Free use of rooms in any BPP University buildings
- Free stall at our Freshers' Fairs and open days

WHAT WE EXPECT FROM YOU IN RETURN

- Tell us your contact details so we can keep in touch and make sure you update us if these change
- Act in accordance with the Students' Association charter and the guidelines set out in this booklet
- Give us plenty of notice - we're a small team dealing with all of the University branches so let us know your needs in advance so we can make sure we help you
- Send us regular updates and articles for the website, social media and the Snews
- Turn up to all meetings (both with us and with students)
- Work with other BPP clubs and societies to organise events and activities for our students
- We do ask that you provide updates on your society for the Students' Association newsletter, the Snews, as this allows new students to join your society and to know about the activity taking place, and we ask that you provide either an update on your year to date activity or your monthly activity and we will make sure that this is published - if you have pictures etc. of your events then this would be wonderful too. We also do ask that you keep sending pictures to @bppstudents on Twitter and BPP Students' Association on Facebook.

The key to a successful relationship between us all is **communication** - we need to know what you're doing and if you have any problems so that we can help you

WHAT YOUR MEMBERS EXPECT FROM YOU

- Stay in touch with your membership by e-mail, via Facebook and by calling regular meetings.
- Give your members a voice and respect their opinions

WWW.BPPSTUDENTS.COM VS FACEBOOK

We love Facebook and social networking in the Students' Association as it's an invaluable way of getting in touch with students.

We actively encourage all BPP clubs and societies to set up Facebook pages or groups as a means of self-promotion and contacting members...

BUT...

this must be used in conjunction with your page on www.bppstudents.com

The presidents' log-in on bppstudents.com is the central database for all of your members. The Student Engagement Team also has access to your list of members so that we can contact them on your behalf if necessary or for other Students' Association purposes. It is essential that the list on our website is updated constantly so that if you have an emergency and can't continue your role within the society then we have an accurate list of student e-mail addresses. Therefore, if you have a club or society Facebook page, remind all of the members that if they want to be an official member of your club or society then they also need to sign up on www.bppstudents.com. As president it is your responsibility to make sure that your members do this.

BRANDING - VERY IMPORTANT!

We ask that you use the Students' Association logo on all posters and flyers as opposed to the University logo, as this will allow students to know that you are a recognised student society

BPP Students' Association is **separate** from BPP University for marketing and branding purposes.

We have our own logo (see top right hand corner) and do not use the BPP logo (the lion) on any BPP Students' Association materials.



These rules also apply to all of our BPP Students' Association clubs and societies.

WHAT DOES THIS MEAN FOR YOU?

Without the permission of the BPP branding team:

- You cannot incorporate the BPP logo into any of your club or society logos
- You cannot use the BPP logo on hoodies, t-shirt or other items of clothing
- You cannot use the BPP logo on any newsletters, correspondence letterheads, or promotional materials that you have created for your club or society
- If you are producing any correspondence or information that will be distributed outside BPP (to the general public or external organisations) it must be stated that the views expressed by your club or society are not those of BPP University

(Note that BPP's separate Brand team closely monitors 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)

WHO CAN BE A MEMBER?

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

ALUMNI & STAFF

BPP Alumni and BPP Staff are also entitled to become members of your club or society.

However, they are not-entitled to hold any officer position within it i.e. President, treasurer etc.

NON-BPP

Non-BPP students or individuals may be entitled to join your club or society; however, since our funding is there for BPP students only, they will have to pay a membership fee of at least £10 per annum. (Your membership fee for non-BPP members should be decided by you and written into your constitution, see page.26).

DATA PROTECTION

You are not allowed to share your members' contact details with anyone else inside or outside BPP University (with the exception of the Student Engagement Team)

CONTACTING MEMBERS

You should contact your members regularly by e-mail however use these dos and don'ts as guidance:

Do:

- always BCC (blind copy) your members' e-mail addresses otherwise you are breaching data protection codes and students may complain (rightly)
- Set up a gmail or hotmail account specifically for your society
- Communicate via social networking
- Pass on messages from the Student Engagement Officers when asked
- Email all your members at least once a month with ongoing activities and club/society updates (this will be monitored by the Student Engagement Officer)

Don't:

- Send your members spam
- Send messages on behalf of friends or other club and society presidents (if your members wanted to join that president's society they would have!)

- Give your personal phone number out to members unless you know them very well

ORGANISING EVENTS

Unless your club or society is based around a newsletter or some remote type of communication, you will probably want to hold some events during your time at BPP.

We encourage financial self-sufficiency amongst our clubs and societies and so we suggest holding events where students pay a small entrance fee. This can then be held onto by you and used to fund a future event or activity.

If your club or society is linked to a particular programme or school then we suggest you liaise with staff in this area to see if they can help with funding, assist you in promoting etc. Even if it isn't an academic society, lecturers and Programme Leaders will often help you to promote events providing you give them plenty of notice. This might involve posts on the VLE, emails or announcement in lectures.

Any requests to the engagement team should be given with 7 days' notice, these requests include but are not limited to requests for printing posters, booking rooms, pitch or external venue hire, or authorised purchases for your respective societies. This will allow us to provide a more efficient service at all times.

Here are some tips for organising an event:

- Let the Student Engagement Team know what you are planning so that they can assist and/ or provide guidance
- Give yourself more time than you think you need - events take a lot of time and energy to prepare and organising one alongside your studies can become stressful.
- Don't do it alone! Get society members and/ or friends to help you out both in the planning stages and on the day/ night
- Book rooms/ venues plenty of time in advance and confirm them a week before the event
- Decide who is going to handle any cash that you take on the night and keep it safe!
- Get feedback from your members on events so you can improve future gatherings

PROMOTING YOUR EVENT

There are several different ways of promoting your event to students:

- Posting an event on the Events Page of the Students' Association website
- E-mailing members
- Putting posters up on student noticeboards
(remember that every BPP building has slightly different rules about where posters can be put and

whether they need to be laminated. To find out you should check with the Facilities Team at your branch)

- Posting on the Students' Association Facebook page and on other club and societies' pages
- Submitting an article for the Snews by e-mailing engage@bpp.com
- Asking lecturers to make VLE announcements
- Where possible advertising via the TV screens in the reception areas of BPP buildings

Please note: The Student Engagement Team cannot send out mass emails about events to all students

GUEST SPEAKERS

If you are planning on inviting a guest speaker into any BPP building **you must inform** the Student Engagement Team beforehand.

There are two reasons for this:

1. For security and Health & Safety purposes we need to be able to inform the facilities staff at the branch that an external individual has been invited in
2. We need to make sure that the invitation to the speaker is not politically or ethically inappropriate and may cause damage to the reputation of the Students' Association and/ or BPP University.

HANDLING MONIES

If you are awarded financial assistance by BPP Students' Association this budget will be held on to and administered by the Student Engagement Team.

HOW DO I PAY FOR THINGS?

Within reason, your expenditure should have been accurately forecast in your budget proposal when you set up your society. You must consult the Student Engagement Team if you need to purchase something that was not anticipated. All student expenses will be reimbursed using an **manual payment form** which you can request from engage@bpp.com

When you need to pay for something there are three ways that this can be done:

1. **Credit card payment** (preferable) - let us know what needs to be paid for and we can either call and pay over the phone or online.
2. **Expenses** - you can pay for something yourself and then submit an expense claim form **with any receipts** and we will reimburse you.

3. **Invoice** - submit an invoice for payment to engage@bpp.com (this needs to be done at least a month in advance as the invoice will need to be processed by BPP's Finance department)

If you use an individual who is providing a service - for example a freelancer, a referee, a language tutor, drama teacher or a coach etc., then we would not be able to pay their invoices if they are set up as individuals - as they are not freelancers for the Students' Association. Therefore the only way to pay them is if a payment is made by a member of the society and a full receipt is submitted as an expense - as we can reimburse expenses but not freelancer invoices.

MONIES RAISED BY YOU

Whilst we hold onto the BPP allocated society budget for you, you are entitled to open a bank account to hold the money that you have raised yourself via membership fees or ticketed events. We advise you to do this in order to keep a track of the money that you have raised. These bank accounts are managed entirely by you and nobody in BPP will be a signatory on these accounts.

However, if you decide to charge membership or subscriptions fees of your members **you must inform us**. If we receive any complaints from students that they have paid and not received any services from you and your

society then 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 membership fees may result in your being removed from the post of president and further action might be taken against you.**

SPENDING RESPONSIBLY

Remember that you are spending money from a limited budget that was 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.

Please do not commit to paying money without permission from the Engagement Team as they have to track the budget each club/society is given, if you go over your budget we cannot guarantee you will be reimbursed - therefore please check with us first

If you do purchase something or need something for your society - you must email engage@bpp.com with details for authorisation prior to booking

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 e-mailing the Student Engagement Team at 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!

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 there to facilitate events for BPP students and to improve the student experience. Therefore, whilst raising money for charities and for those in need 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.

(Please refer to the funding criteria on page 23 for a more detailed breakdown)

Small monies can be allocated to help your society to promote itself (posters, fliers, etc. within reason). Budget may also be allocated to assist with fundraising events if you can present us with a robust plan of how your society will raise funds from this event)

If you are unsure about whether your society counts as charitable or not please contact the Student Engagement Team to discuss this further.

BUDGET PROPOSAL GUIDELINES

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

1. Be detailed! - give exact prices and explain what the money will be used for.

E.g. ~~about £100 quid for promotion stuff~~

£70 pounds for promotion (made up of £40 for posters and £30 pounds for fliers from X company)

2. Be realistic! - don't ask us for £10,000 pounds because we don't have that kind of money to give to one society.
3. Do you research! - if you want to buy kit, join a league, get membership etc. look it up online and see how much it costs. You need the figures in order to put your proposal together.

FUNDING CRITERIA 2013/14

1. All necessary paperwork (application form etc.) has been completed?

YES



NO



Society application refused and no funding awarded

2. Does the club or society function mainly to raise money for charitable purposes?

NO



YES



limited funding available (max £250)

3. Is your funding request mainly to support payment for facilities that many campus universities offer (such as sports pitches)?

YES



NO



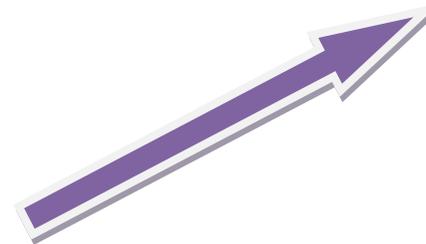
limited funding available (max £500)

4. Does the club or society have a solid plan to raise its own funds?

YES



NO



Budget based on the President's proposal and ultimate decision is at the discretion of the Student Engagement Team

HANDOVERS & ELECTIONS

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

In the interests of democracy, we suggest that an election is run amongst any members who are interested in taking over. We will give you a handover document to update to help the next president. The Student Engagement team are happy to help facilitate an election and ensure that it all runs smoothly so please get in touch if you require assistance.

Your approach to election and handover should be written into your constitution and signed by at least 5 members (see page.26)

If you cannot find a new president please contact the Student Engagement Team on engage@bpp.com and they will assist you with finding someone to replace you.

When a new president is in place, the Student Engagement team will work with you to inform the new president as to how running a society works and to talk them through www.bppstudents.com and how they log in etc.

Do not leave your BPP without considering the future of your society just tell us if you have not found a new president, remember, new students are looking at our society pages all the time, do not let them down.

PRESIDENT CODE OF CONDUCT

As a club or society President you are an ambassador for BPP and for 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 general public) you may be asked to step down from your position as President/ Vice President.

Furthermore, if you are neglecting to fulfil your duties and responsibilities as President and you have not explained the reason for this to a member of the Student Engagement Team (in writing) then you will be given a warning via e-mail. It will be explained to you how you are expected to act going forward.

If you fail to act upon this warning **within 1 month** of the e-mail being sent, you will be removed from the position of president and your club or society will either be shut down or a new president will be elected in your place.

YOUR CLUB OR SOCIETY CONSTITUTION

During your first month the Student Engagement team will ask you to submit your written constitution.

This needs to be **signed by the President and 5 members** of your society and should include information on the following:

- The details of the club or society (official name, president, any other officers)
- Rules on membership (including how much non BPP members must pay to join)
 - How monies raised by the club or society will be held
 - Voting/ handover procedure
- Discipline (can members or officers be removed and on what grounds is this permitted)

Your constitution will be held and uploaded onto your page on www.bppstudents.com

PRESIDENT CONTRACT

Please sign and return to the Student Engagement Team via e-mail to engage@bpp.com



I, the undersigned, have read A GUIDE FOR CLUB & SOCIETY PRESIDENTS AND OFFICERS 2014/15 and agree to act in accordance with this document whilst running my club or society. I agree to run the society to the best of my ability and to aim to provide the best experience for my student members.

Name

Position in the club or society

Club or Society name

Date

MEMBERSHIP FEES (delete as appropriate)

I will not be charging membership fees/ I will be charging membership fees and am aware that I may be asked by the Student Engagement Team to provide details of these accounts.

Signed

Date