

Societies

GUIDE



WELCOME

This guide is for BPP students who want to set up their own societies, as well as for new presidents or committee members with questions about running a society.

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

This is a brief overview. For the full information pack, please request it via engage@bpp.com or by submitting a request to start a new society on our website: bppstudents.com.

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 an event for
your club or society? Contact me!



Courtney Rolph-Mulvey

Events and Engagement Manager

engage@bpp.com

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

engage@bpp.com

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



engage@bpp.com



BPP University Students' Association



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](http://bppstudents.com) (bppstudents.com)

You should:

- Make sure your club or society benefits a wide range of BPP students
- Run regular, engaging activities that help members connect, learn or have fun
- Create a welcoming space where all students feel included
- Plan ahead and budget responsibly
- Keep in regular contact with your Clubs & Societies Officer for support and guidance

You should not:

- Set up a society just to boost your CV
- Create a group only for your friends or invite-only members
- Run events that exclude people
- Ignore support – if you're unsure, ask us first

What can you expect from your Students' Association?

Your Students' Association is here to help you start, grow and succeed with your society.

Establishing New Societies

Visit bppstudents.com and complete the society application form.

We'll respond within 3 working days with next steps, including Presidential Interviews.

Organising Events

Contact engage@bpp.com with your event proposal.

Our team will support planning, approvals and logistics.

Help with Engagement

Your Clubs and Societies Officer can help with:

- Social media activity
- Online and in-person promotion
- Networking opportunities
- Plus so much more!



Email us at **engage@bpp.com** if you have any questions.

What We Expect From You in Return

Your role as a society leader is key to creating a vibrant student community.

Planning & Notice

- ✓ Provide at least 3 weeks' notice for requests (events, funding, cancellations and handovers).

Communication

- ✓ Share regular updates and content for social media.
- ✓ Respond to emails from your Clubs and Societies Officer promptly.

Engagement

- ✓ Run at least one event per term.
- ✓ Attend society fairs and promotional events to grow your membership.



How to Contact Your Members

Communicate effectively and protect data privacy.

You Should:

- ✓ Use BCC when emailing members to protect privacy.
- ✓ Contact members from BPPStudents.com using the SSO System.
- ✓ Pass on messages from the Students' Association when requested.
- ✓ Contact members at least once a month with ongoing activities.

You Should Not:

- ✗ Share any personal data of society members, in any form, with anyone who is not authorised to receive it. This includes – but is not limited to – Student Record numbers, email addresses, phone numbers, and any other identifiable information.
- ✗ Use jargon or unclear language.
- ✗ Communicate negatively or dismissively.



Protecting Student Data

Your responsibility as a society leader.

As leaders within our student community, it's essential that you handle all student information with the highest level of care.

Key Principles:

- ✓ Student personal data must never be shared with anyone who is not authorized to receive it.
- ✓ This includes but is not limited to:
 - Student Record numbers
 - Email addresses
 - Phone numbers
 - Any other identifiable information

If your society collects or stores any personal data:

- ✓ Keep it secure.
- ✓ Use it only for legitimate society purposes.
- ✓ Delete it when no longer needed.

Need Help?

If you're unsure about any aspect of GDPR compliance, please reach out to the Students' Association team for support via **engage@bpp.com**

Zero Tolerance Policy

Creating a safe, respectful and inclusive community.

Our Commitment:

The Students' Association operates a zero tolerance policy towards any form of:

- ✓ Harassment
- ✓ Discrimination
- ✓ Bullying
- ✓ Hate speech
- ✓ Aggressive or threatening behaviour

What This Means for You:

- ✓ Treat all students and staff with respect and professionalism at all times.
- ✓ Ensure your society is a welcoming and inclusive space for everyone.
- ✓ Report any incidents immediately to the Students' Association team.

Consequences for Breaches:

- ✓ Immediate investigation by the Students' Association.
- ✓ Possible removal from your society leadership role.
- ✓ Suspension or dissolution of the society if necessary.

Need Support or Want to Report an Issue?

 Email: engage@bpp.com

- ✓ All reports are handled confidentially and with care.

Social Media Best Practices & Branding

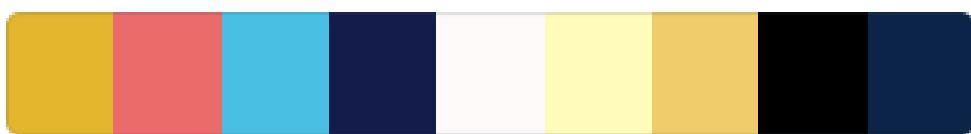
Connect with your members and grow your community.

- ✓ Use the BPP Students' Association logo (not the BPP University logo) on all materials.
- ✓ Create official social media accounts for your society.
- ✓ Keep accounts updated regularly alongside your page on the Students' Association website.
- ✓ Share event updates, photos, and engagement posts.
- ✓ Contact your Clubs and Societies Officer for support and ideas.

Please note, BPP Students' Association reserve the right to ask you to remove or delete posts where we sit fit.



Students' Association



Planning Your Events

Create memorable experiences for your members.

- ✓ Events need to be planned at least 4 weeks' in advance.
- ✓ Contact your Clubs and Societies Officer for help with:
 - Room bookings
 - Guest speaker clearance
 - Purchase authorisations
 - Social media promotion
- ✓ Add all student-facing events to the Website



Guest Speaker Guidance

Supporting open discussion, safely and responsibly

Our Approach

We support societies in hosting external speakers and events that enhance learning, debate and student life.

We are committed to:

- Freedom of speech within the law
- Open discussion and engagement
- Lawful, safe and well-managed events

These guidelines are here to support societies, not restrict events.

Why We Ask for Information

We have legal duties relating to:

- Safeguarding and student wellbeing
- Equality and non-discrimination
- The Prevent Duty
- Responsible use of SU spaces and resources

Proportionate checks help identify practical considerations early.

Societies must:

- Provide key event details (speaker, topic, date, location, audience)
- Carry out basic awareness checks using publicly available information
- Flag early if high attendance, strong interest or additional support is needed

Guest Speaker Guidance

How Decisions Are Made

- Events are assessed on whether they can take place lawfully and safely
- Decisions are content neutral
- Practical mitigations will be considered first

Event cancellation is a last resort.

All participants must:

- Comply with the law
- Treat others with dignity and respect
- Follow reasonable instructions from organisers or SU staff

Societies remain responsible for managing their events.

For advice or support, contact engage@bpp.com.

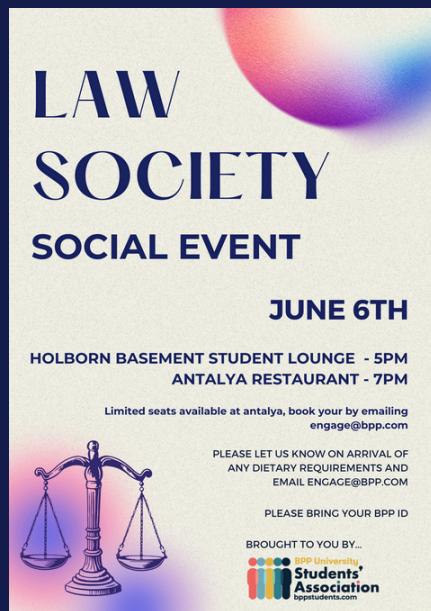
The Students' Union is here to help events run successfully.

Event Promotion Tips

Maximise attendance and engagement.

- ✓ Ask us to promote on Students' Association socials, screens and via posters around campus
- ✓ Advertise on your own social media pages.
- ✓ Word of Mouth! Tell other students about the event

Please note that we cannot send out mass emails to students.



Funding Your Society

Access financial support for your activities.

- ✓ Approximately £600 per term may be allocated based on engagement and activity.
- ✓ Submit an Event Proposal Form for funding requests (minimum 4 weeks' notice).
- ✓ Declare any external donations by emailing engage@bpp.com.
- ✓ Do not open a bank account in BPP's name, contact us for guidance.
- ✓ Do not accept or promise cash payments. All payments relating to the society are to be made via the BPP Students' Association card.

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



Committee Handovers & Elections

Ensure smooth transitions and continuity.

- ✓ Inform the Students' Association of all committee changes.
- ✓ If stepping down, arrange a handover and a replacement president.
- ✓ Use democratic processes where possible; if not, work with your Clubs and Societies Officer.
- ✓ Consider a shadowing period for new committee members.



Code of Conduct

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

If, at any point, the Students' Association determines that your behaviour or conduct is inappropriate, you may be asked to step down from your position.

Furthermore, if you neglect your responsibilities as president and do not explain the reasons to your Clubs and Societies Officer, you will receive a written warning via email. This will outline how you are expected to act going forward.

If no improvement in behaviour is observed within one month of the warning email, you will be removed from your club or society position and the club or society will either be dissolved or a new president will be elected.

Sign below:
