

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.

This is a brief overview, for the full information pack, please request this via engage@bpp.com or via submitting a request to start a new society via 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/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



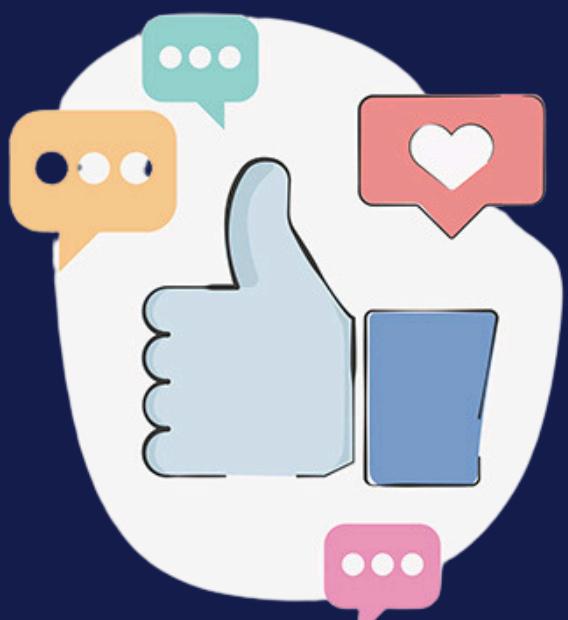
BPP University Students' Association



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 \(bppstudents.com\)](http://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
- + SO MUCH MORE!



email us at **engage@bpp.com**
with 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, 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

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 and 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

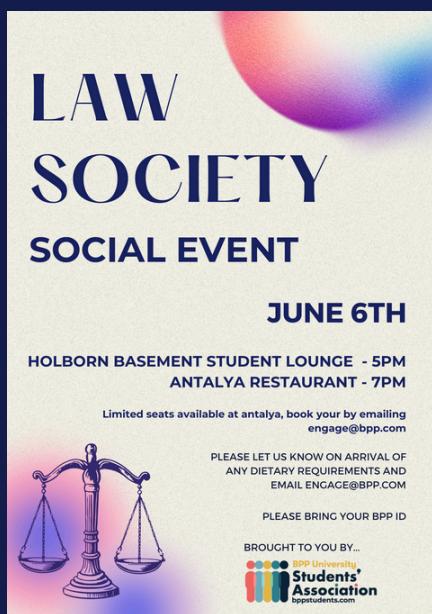


Event Promotion Tips

Maximize 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.

- ✓ Approx. £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/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 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 and the Bye Laws 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 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 removal of executive committee members or dissolution of the society.