BUCKS STUDENTS' UNION

Making life better for students at Bucks

SOCIETIES HANDBOOK

December 2026

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Welcome

Welcome to the Students' Union! The Student Activities department is a great resource for all Bucks student societies, as we can help guide you and your members towards a successful future.

Here at Bucks we are passionate about representing students and meeting their needs, so if a hobby or activity of yours isn't currently being offered, we encourage students to set up their own society, and we can help you advertise and recruit new members to help make it happen!

Your society will be valued at this University and will help to build and maintain the foundation of Student Activities and provide a resource for countless other students. At times, it may be challenging but the Student Activities team are here to ensure that not only do you achieve your goals, but that it will be a rewarding experience.

Bucks Students' Union cares for its students and understands how important it is for students to be involved in other things alongside their studies. They know that having a great social life and being involved in the Students' Union will enhance your time at University. That's why you get it all for free! Joining a sports team is free, joining a society is free, and all events and entertainment at the Students' Union are free! We are the ONLY Students' Union in the UK who have this available to them, so make the most of it!

Meet the Team



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Help is only ever a phone call or email away, please get in touch with any problems or queries.

High Wycombe: **01494 601 600**
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My name is Akhil and I've been elected by the students to be your Vice President Achievement and Belonging 2026-27!

I represent the Students' Union in matters regarding our co-curricular, Equality, Diversity and Inclusion work and sustainability efforts.

Here at Bucks Students' Union we want to give all students' the best experience possible! We are focused on supporting and engaging as many students as possible in societies. There are so many examples of the positive experiences students have had, by participating in the free opportunities we offer, all thanks to The Big Deal! All our activities will help to develop your transferable skills and, in turn, enhance your employability.

Akhil Charles Dhanarashi
Vice President Achievement and Belonging
Bucks Students' Union



Introduction to Societies

Societies are one of the best ways to make your life at university more exciting. They are a great way to have a more varied social life, meet new people who share similar interests and widen your social network beyond just your course mates or the people you live with.

In order to be a society, you will need 8 members and you will receive full support from the Students' Union and can apply for up to £500 to assist with the development of your society. We are here to help and if you are unable to get 8 members, don't worry, current societies with 3-7 members will have society status but be known as a "Start-up Society" where you will receive full support and guidance, however funding will not be available.

Setting up a society

If you don't see something you're interested in, and have a particular interest or hobby, why not set up your own society, all you need is 3 people. Any society in the process of setting up will receive full support and guidance through this process. All new societies set up throughout the year will have access to funding of up to £100 to get the society up and running. This is available for any society setting up from October. Once you have reached the required 8 members, you will be able to apply for further grant funding.

If you are interested in starting your own society, please email **susocieties@bnu.ac.uk**

If you are Nottingham based, please contact **zeynep.saner@bnu.ac.uk**

Online Memberships

All members of your Society require an online membership. When signing up as an online member, you are agreeing to the Students' Union Bye law 8: Members Code of Conduct.

The Society Vice Chair is responsible for submitting a society attendance register after every session and for ensuring each student has an online membership.

When you sign up for some societies (those which have a risk of injury due to physical activity) you will need to complete a couple of questions about your medical information. This is important to complete correctly so that we can make any coach/instructor and committee members aware of any relevant issues. Medical Information will be held digitally on a shared password protected document, which will expire at the end of the academic year. Medical Information will be also be deleted should you make us aware that you are no longer a member of that society. Medical information is a compulsory questionnaire that is completed before your membership is confirmed.

If you have any questions regarding giving medical information, please contact the staff within the Students' Union.

Having an online membership:

- Allows the Students' Union to accurately track all members of societies and provides essential information, for example emergency contact.
- Ensures that you are covered by the Union's insurance.
- Entitles members to stand and vote in any society committee election

As a student society you are granted certain privileges on campus:

1. The right to use the University name (but not necessarily the crest or logo).
2. The right to reserve/request a space on campus.
3. The right to hold meetings.
4. The right to plan and implement events.
5. The right to apply for funding from the Societies Finance committee to help with putting on events or maintain your society's longevity. (Number of member dependent)



Minimum Expectations

The purpose of this document is to ensure society committee members are aware of the minimum expectations when running their society. These are things societies should be doing for them to run effectively and what the consequences would be should these not be completed.

Minimum Expectations as a society

- Complete compulsory paperwork before a set deadline
- Complete attendance registers within 24 hours of your session
- Attend societies council each month or send apologies should none of your committee be able to attend. This is to ensure you are up to date with the latest developments.
- Ensure every member has an online membership
- Ensure that a committee is elected for the following year
- Have a mid-year meeting with the Activities Coordinator (Recreational Sport and Societies)
- Be respectful to all property and personnel, both internal and external.
- Only use rooms booked through the Students' Union
- Attempt to complete society accreditation
- Consistent and regular communication with staff, students and those associated with the society. (WhatsApp, email, in person)
- Abide by the Students' Union code of conduct and Societies Bye Law
- Ensure you are fulfilling the full roles and responsibilities of your elected position within the society committee. The full breakdown of your roles and responsibilities can be found between pages 9-10 of the Societies Handbook.
- Submit guest speaker form at least 1 month in advance
- Submit a function sheet for a larger scale event at least 1 month in advance
- If an incident or injury occurs, this is reported in a timely manner. If anything happens onsite, security need to be made aware as well.
- Ensure you abide by data protection guidelines

Consequences

General

If a society has not met the above requirements the potential consequences are:

- Room bookings cancelled
- Funding and equipment withheld
- Not allowed to hold SU events
- Unable to host guest speakers
- It could impact your chance of winning awards
- Suspension of your society
- Unable to use SU transport

Societies Council

- Failure to attend 2 Societies Councils or send apologies will result in your room bookings being cancelled and funding withheld.
- Failure to attend 3 consecutive Societies Councils or send apologies will result in your society being suspended.

Registers

- Failure to submit your registers for 1 month will result in your room bookings being cancelled and funding and equipment withheld whilst registers are still pending.
- We will not allow an event or guest speaker to occur should these not be done.

Failure to Abide by the Society or Union Constitution or any Bye-Laws

- Failure to adhere to these documents and regulations will lead to Union sanctions which can lead from a formal warning to suspension.
  For full details visit: **bucksstudentsunion.org/union/constitutionandbyelaws.**

Data Protection Statement: I consent to my data being collected and processed for the purposes of administering the Union's minimum expectations process. We take your personal data seriously and will always keep your details secure. We take your personal data seriously and will always keep your details, and the information you provide, safe and secure, using them in accordance with our Student Data Privacy Statement (**bucksstudentsunion.org/privacy**).

BUCKS STUDENTS' UNION

Signatures

Chair - Date:

Vice Char - Date:

Finance Manager - Date:

Society Suspension

A society can be suspended for several reasons, with the main ones being failing to submit the required paperwork, failure to attend 3 consecutive society council meetings and members have been found to have contravened the Union Constitution.

A suspended society prohibits them from running events or activities in the Students' Union name, meaning the accounts of the society will be blocked, Union services will be stopped (room bookings, hiring of buses and equipment).

The length of suspension will vary depending on the reason for which the society was suspended. These are as follows:

- Not achieved requirements to be classed as a society:

  Suspension dropped once the paperwork and training has been completed

- Missing 3 consecutive society councils:

  1 month suspension and during that time 2 meetings held with Activities Coordinator to discuss plans going forward. Complete a certain number of points of accreditation such as volunteering in the community, reinstated after the month if above is done or continue the suspension until there is a conscious effort to move forward

- Members of society are found to have contravened the Union Constitution:

  Following the disciplinary procedures and action following this.

A society's full status will be re-instated when all training and paperwork is completed, or the disciplinary action has run its course.

The full process for suspension of societies can be found in **Bye-Law 7: Societies** via: **bucksstudentsunion.org/union/constitutionandbyelaws**

Councils

Societies Council

Bucks Societies Council is the part of Bucks Students' Union that is responsible for the administration and coordination of all organised student societies at Bucks New University. A wide range of societies are affiliated to the Societies Council catering for diverse interests and abilities. A full list of affiliated societies can be found at **bucksstudentsunion.org/societies.**

Societies Council is student led and at the first Societies Council, a student will be elected to become Societies Council Chair. Their role is to gather feedback from the group, assist the Activities Coordinator (Recreational Sport and Societies) in the creation of an agenda and also chair the meeting.

Societies Council meets at least twice per term to discuss any issues you may face as a society. It also provides an opportunity for societies to advertise any events they have coming up and to discuss collaborations with other societies on various projects.

All societies are obliged to attend every Societies Council meeting. All committee members are welcome to attend but there must be 1 representative from each society in attendance. There is an option to join online, those must be engaged in the meeting and have their camera on at all times. Failure to do so, will result in that society being deemed as not there.

Failure to attend or send apologies to 2 Societies Councils will result in your room bookings being cancelled and funding withheld.

Failure to attend 3 consecutive Societies Councils or send apologies will result in your society being suspended.

Union Council

Union Council is a great chance to raise issues, suggest ideas and be vocal regarding any aspect of your university experience. There is an elected student chair to ensure the flow of the meetings. Union Council is held once a month and is open to all members of the Students' Union.

Topics raised by the students and sabbatical officers can be discussed within the meeting and could then be taken to a higher level within the University.

It gives opportunities for guest speakers from the University and Union to present concepts, ideas and decisions to the student body.

Union Council is also a place where members can hold the Elected officers accountable and ask about the plans for the coming month.

AGM and Elections

Annual General Meetings (AGM)

All registered societies must hold an AGM this meeting should happen towards the end of the year and coincide with the Student Union Elections. The purpose of the AGM is to allow the committee to report back to the members about how the year has gone and for the Finance Manager to present the financial position to other members and to explain what the money the society has raised has been spent on.

The AGM is held toward the end of the year, which can also include hustings, allowing the opportunity for committee candidates to present and be questioned regarding the elections.

All society members should be invited to the AGM and given 15 working days notice.

Elections

Bucks Students' Union society committee elections are held in March and are held in line with the Elected Officer elections.

- Staff and alumni members of the society are not allowed to stand or vote in society elections.
- Members are encouraged to vote for their fellow members during elections and can do this online at **bucksstudentsunion.org/elections.**

We encourage societies to host hustings to allow candidates running for positions to say why they have put themselves forward for the position in front of the society and answer any questions members may have.

If all committee positions are not filled in March, a by-election will be held in May or October.

Committee Positions

The committee shall consist of a minimum of a Chair, Vice Chair and Finance Manager of which each officer much be elected and/or appointed by its members. Each committee position must have a different person in post.

Adding/Removing Non-essential committee positions

A non-essential committee position can be added or eliminated by a vote that takes place at a General meeting before Christmas, if that position is deemed not needed anymore. For the vote to pass there must be a two thirds majority where 50% of the voting members must attend for the meeting to be quorate.

The AGM is held toward the end of the year, allowing the opportunity for committee candidates to present and be questioned regarding the elections.

The society should be invited to the AGM and given 15 working days notice.

Removal of a committee member:

The removal of a committee member can happen in an number of ways:

- A committee member can be removed as a consequence of a disciplinary procedure.
- A committee member can voluntarily step down
- It can be decided by a two thirds majority at a General meeting of the society. The process for this can be found in **Bye-Law 7: Societies** via: **bucksstudentsunion.org/union/constitutionandbyelaws**

Staff will instigate the disciplinary procedure should a student be seen to breach Bye-Law 8: Members Code of Conduct, for example, clause 18.8 "Persistent action (or inaction) that leads to a significant negative impact on the student experience of other members, which could in turn lead to removal.

Chair

As Chair, you will be responsible for the organisation of the society and overseeing that your committee is fulfilling its role.

Main duties:

- Lead the committee and ensure that meetings are organised and conducted in a proper manner and that all points of discussion are received in plenty of time before the meetings.
- Liaise with Societies Council and the Vice President Achievement and Belonging
- Represent the interests of their society at Societies Council meetings. If the Chair is unable to attend, they should send a representative from their committee.
- Set agenda with the Vice Chair for each meeting ensuring meetings are structured and to the point.
- Chair meetings and ensure that all items on the agenda are discussed fully in addition to any other important issues that are raised by members.
- Chair the Annual General Meeting (AGM).
- Have overall responsibility for every aspect of the work of the society, including its continued development.
- Encourage and maintain harmony within the committee and the society as a whole.
- Book an appraisal meeting with the Activities Coordinator (Recreational Sport and Societies), if an appraisal meeting is not booked, all activity will be frozen.
- Organise volunteering activities for the society
- Be mindful of the welfare of your members and refer anything serious to the appropriate Bucks SU staff member or the Advice Centre.

Vice Chair

As Vice Chair, you will primarily be dealing with administration and being the first point of contact for all society enquiries, whilst also playing an active role in society events.

Main duties:

- Be the first point of contact for all members and deal with correspondence
- Set the agendas for all meetings with the chair and distribute before the meeting.
- Take and distribute minutes for all committee meetings, the AGM and any society meeting that requires a vote and forward these meetings to the Activities Coordinator (Recreational Sport and Societies).
- Ensure each member has an online membership
- Update and maintain the minisite
- Co-ordinate the writing of 1 article per term
- Update the attendance register on the shared excel spreadsheet after every society session withing 24 hours.
- Be mindful of the welfare of your members and refer anything serious to the appropriate Bucks SU staff member or the Advice Centre.

Finance Manager

Main duties:

The role of the Finance Manager is to ensure that the finances of the society are organised and managed effectively. The Finance Manager must keep the Activities Coordinator (Recreational Sport and Societies) up to date on any account activity regarding income and expenditure.

Other responsibilities include:

- Keeping an overview of the society fundraising accounts
- Complete Society Grant funding application form
- Ensuring funds are paid into the society fundraising account in a timely fashion.
- Ensuring that money matters are handled honestly and above board
- Keeping all receipts you get for payments
- Provide a termly report to committee of all funds raised and spent.
- Book in a Budget funding meeting with the Activities Coordinator (Recreational Sport and Societies) to discuss fundraising ideas and spend for the year.
- Be mindful of the welfare of your members and refer anything serious to the appropriate Bucks SU staff member or the Advice Centre.

Society accounts:

- All purchases made from this account must be made through the Activities Coordinator (Recreational Sport and Societies) and have a Bucks Students' Union purchase order number (above a certain amount). Failure to do so will make the society or individual liable for any payment.
- Purchases can only be made if there are sufficient funds in the society's account to cover them
- Any funds spent must be approved by the Activities Coordinator (Recreational Sport and Societies), otherwise refunds may not be given.

The following regulations apply to all society funds:

1. All societies hold their accounts with the Students' Union.
2. No other accounts (i.e. bank) shall be held by a society.
3. All income received on behalf of the society/club shall be paid into its account with the Students' Union.
4. All expenditure on behalf of the society shall be paid out of its account with the Students' Union.
5. No society shall obtain a loan from any other source other than the Students' Union.
6. All expenditure shall be spent to further the aims of that club/society.
7. All of the equipment purchased by the society remains the property of the Students' Union.
8. Funding will only be provided for items that are ethically sourced and environmentally friendly where possible and also where possible, be Fairtrade products.

Purchasing goods:

- All purchases must be approved by the society committee members. When claiming any funds/ requesting payment from your account, approval must be given by the Activities Coordinator (Recreational Sport and Societies).
- All receipts must be kept and handed into the Students' Union office once the money is spent. Failure to do so will mean you will not have access to the Society's accounts until proof of purchase has been provided.
- All purchase orders must be made through the Students' Union office on official Bucks Students' Union purchase order form.
- **FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN THE STUDENTS' UNION NOT RECOGNISING THE INVOICE AND THUS NOT PAYING IT, MAKING THE INDIVIDUAL LIABLE FOR THE FULL AMOUNT.**


Dimir Mystic
Dimir Mystic
Basilisk of Knophis
Courser of Knophis
Tuan, the Wanderer Bard

Personal Development

What skills am I gaining from being on committee?

It is important for your personal development that you understand the skills you are learning, developing and actively demonstrating. The list below shows just some of the skills you can learn or develop by being on committee. If you would like a full list of skills, please email **susocieties@bnu.ac.uk**

Decision Making – You will be developing a wide range of interpersonal skills including creativity, logical thinking, assertiveness and sensitivity to others.

Delegation – Dealing with a society isn't an easy task and without realising it, you will be delegating jobs to the rest of your committee team.

Leadership – As the committee of a society, you are the leaders and ultimately, responsible for your society achieving their goals. The ability to lead a group is valued by potential employers

Numeracy – Whether you have a qualification in maths, or not; taking on the role of Finance Manager will prove to employers you have the ability to understand basic maths and undertake everyday numeracy tasks.

Finance – The ability to manage budgets and finances will not only be useful in future employment but in everyday life managing your own finances.

Community Awareness – Should your society choose to participate in a volunteering project, you will be learning about the wider community in which you live and having a positive impact on it.

Physical Fitness – Some societies will give you the opportunity to improve your health, energy levels, mood and overall well being. Raising your self esteem and giving you confidence in your work.

Team Work – You will need to work together to achieve your aims and to run your societies. In the workplace you are rarely able to carry out your role without working with other contributors.

Networking – As a societies, you may have the opportunity to network with similar interest groups to develop your societies. As a committee, you will be expected to network with other societies and sports teams.



Written Communication – Employers look for candidates who can express themselves clearly and effectively through written communication.



I.T. – Basic I.T. skills are essential in almost all workplaces and it is becoming increasingly more important. Committee members will, no doubt, develop I.T. skills using packaging like Excel, Outlook and Word.



Verbal Communication – As a committee, you will need to communicate with the rest of your membership and the Students' Union regarding a wide variety of areas. This is an invaluable tool in the workplace.



Marketing – You will be marketing your society to the wider student population in order to gain more membership.



Organisation – Managing a society's paperwork can include meeting minutes to keeping records of student members and dealing with all correspondence.



Project Management – As a committee, you will be managing your activity and balancing your degree and any other commitments simultaneously. This is a fundamental skills to have for future employment.



Creativity Skills – Creative based societies will give you the skills to think creatively in the workplace and to be open to new ways to solve problems and to be open to new ideas.



Time Management - This opportunity will allow students to gain an understanding of the concept of time management, prioritise their workload, take control of their time, productivity and meet goals.



Problem Solving – Running a society isn't always smooth sailing. There will be times when problems arise that you will need to solve as a committee. Being able to demonstrate this skill will aid you in future employment.

Important Events

SEPTEMBER

Committee training, Welcome week, Freshers' Fair (High Wycombe)

OCTOBER

Society Funding committee, Societies Council,MiDAS test, Deadline for Grant form.

NOVEMBER

Societies Council, Feedback surveys.

DECEMBER

Final sessions of term, Society Appraisal meetings.

JANUARY

First sessions of term, Committee Nominations open,
Societies Council, Deadline for Grant form.

FEBRUARY

Student Volunteer Week, Society Funding Committee,
Societies Council.

MARCH

Elections Week, Varsity.

MAY

Societies Council, Union Awards, Committee training.

JULY

Grant money expenditure deadline.

Publicity Hints and Tips

Attracting and recruiting members is an important factor in the sustainability of a society as well as retaining their interest. The Students' Union can promote your activity through the newspaper, website and notice boards and Social Media.

Freshers Fair:

Every year, during Freshers' Fortnight, all societies gather to advertise themselves to the new students joining the University. At no other time throughout the year will societies get the same opportunity to reach such a wide and enthusiastic audience. Below is a checklist of things you might like to consider ahead of the fair:

- Ensure you have support from committee members and current members who can promote the society
- organised displays and photos
- provide flyers with details of sessions, contacts or social media links
- have information about your first social night.

Information will be circulated in the weeks prior to Freshers' Fortnight, so Vice Chairs need to be contactable and able to respond and pass on information where necessary.

Society Minisites:

Each society will be given a page on the Students' Union website. Use this space to advertise your society, dates of meetings and any events you have planned.

Email anything you want to put on your page using the form provided to: **susocieties@bnu.ac.uk** and it will be uploaded as soon as possible.

All committee members will be given access to their society's page on the website. Once they have access they will be able to view online membership sign ups, send emails to all members and edit details on their mini-site throughout the year..

The Bucks Student:

The Bucks Student is a newspaper for Bucks New University students. It is published every month during term time and is a useful tool for raising the profile of your society. Articles and adverts for inclusion should be sent to **lorenzo.dizenobbia@bnu.ac.uk.**

As part of the accreditation process, societies are encouraged to write 1 article per term to help promote their society or write about all the good things they have done as a society during the year.



Society Finances

Societies are funded in two different ways, through Society Grant Funding and their Fundraising accounts.

Grant Funding:

Every year funding is available to societies as part of the Big Deal grant funding received from the university. Any society can apply for funding as long as they meet the pre- requisites of being a society. Each society has access up to £500 of grant funding, with societies who achieved gold accredited society status in the society accreditation scheme, able to apply for up to £750.

You can apply for funding using the form which will be sent to you by the Activities Coordinator (Recreational Sport and Societies). The application must be signed by both the Chairperson and the Finance Manager. You should then return the form to the Activities Coordinator (Recreational Sport and Societies), **susocieties@bnu.ac.uk**. It will then be reviewed by the societies funding committee who will decide whether you will be funded in full, in part, or rejected.

Grant funding will be approved, should it be linked to the society and benefits all its members. The types of things that are likely to include, equipment for your society, trips, guest speakers and promotional materials.

What is the Societies Funding Committee?

The Societies Funding Committee is the committee that ultimately makes the final decision on funding applications from clubs and societies.

The 1994 Education Act requires Students' Union to ensure that "the procedure for allocating resources to groups or clubs should be fair and should be set down in writing and freely accessible to students."

Policy:

1. The Students' Union's Trustee Board will determine the grant available for allocation to student societies as part of its annual budget setting exercise.
2. The Societies Funding Committee, which shall be a sub-committee of the Unions' Finance & Staffing Committee, will allocate grants to student societies based on a set of criteria, agreed annually by the Finance and Staffing Committee.
3. The membership of the Societies Funding Committee shall be as follows:
   a. The Vice President Achievement and Belonging (who will chair the meeting)
   b. Two representatives from Societies Council
   c. The Student Activities Manager
   d. The Activities Coordinator (Recreational Sport and Societies)
   e. Finance Manager
   f. Deputy Chief Executive Officer.
4. The committee will consider budget requests from student societies as part of a fully documented and clearly timetabled annual process which is easily available and understood by students.
5. Details of all grants allocated shall be recorded in the minutes of meetings.
6. The Activities Coordinator (Recreational Sport and Societies) shall be responsible for supporting the administration of student societies.

Society Fundraising Accounts:

Each society is allocated a fundraising account. Your fundraising account acts as a bank account for the society which can be used to help in the running of the society. No society is allowed to hold a bank account outside of the Students' Union.

Any money raised by the society will be put into the fundraising account. The Finance Manager is responsible for checking the fundraising account is correct and must authorise all withdrawals.

If the society wish to withdraw money from the account the committee must have a vote on what they are going to spend it on, and the majority of the committee must agree before any money is spent.

Money cannot be withdrawn to benefit an individual, all money spent must be of benefit/available to every member of the society.

Money raised must be spent on something related or suitable for the society like new equipment, events or transport. The Students' Union will not automatically authorise money to be reclaimed so check before you make any purchases.

Sponsorship:

- Societies may wish to subsidise the cost of various activities through sponsorship.
- If you wish to enter an agreement, please speak to our Student Activities Manager with details of the deal before agreeing to anything.
- The Students' Union does not permit sponsorship from: pubs, clubs, daytime eateries, pizza or taxi companies.

Find templates for gaining sponsorship and our guidelines here: **bucksstudentsunion.org/union/policiesandresources**.

For more information contact **susocieties@bnu.ac.uk**

RAG:

Raise and Give or RAG, is a huge part of Union life and it is so easy for your society to get involved and really make a difference.

There are many different events each year for societies to get involved with, but each society is encouraged as part of the accreditation process to host a RAG fundraiser to raise money for the selected RAG charity or one of the societies choosing. If you have any fundraising ideas, please email **surag@bnu.ac.uk**.

During a fundraising activity, one member of the society should be responsible (usually the Finance Manager) for any donations collected and ensuring that this money is banked into the Students' Union in a timely fashion.



Societies are more than welcome to host a larger scale event for your society BUT there is a process which societies need to go through and forms that need to be completed. This process can take up to 4 weeks so the earlier, the better.

Forms:

- A Risk Assessment must be complete
- A Function Sheet
- Guest Speaker Form (if applicable)
- Outside Catering Disclaimer form

Externals can be allowed, however students must make up the majority of attendees (51% Students, 49% Externals). We would require a list of every external who is attending in advance and they must be charged to attend. This is to be done using the Zettle machine. The charge is a minimum of £5, however if there is food being provided through society funding then there should be a minimum charge of £10.

If this is not the case, then it will be treated as a commercial booking.

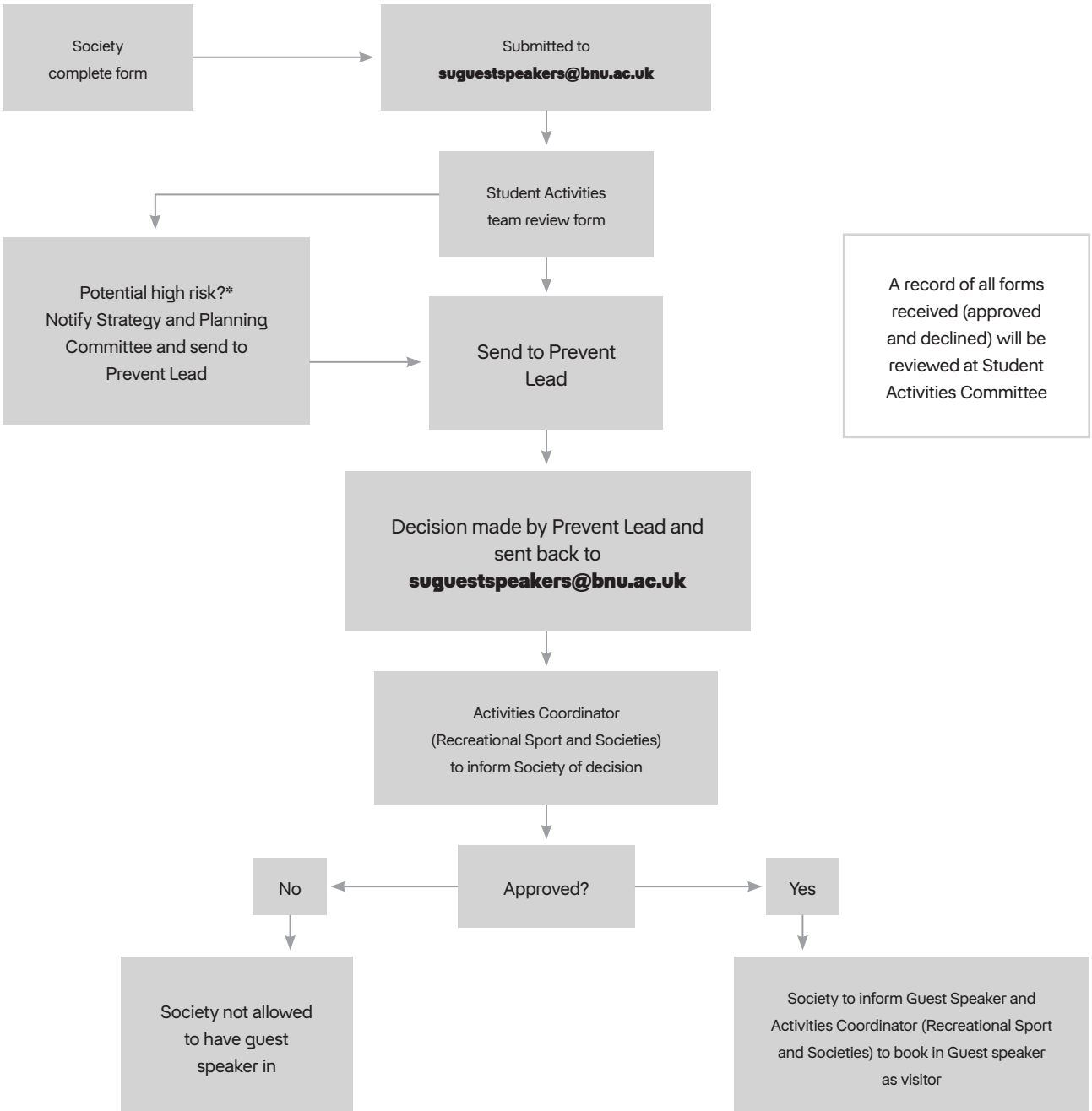
The Activities Coordinator (Recreational Sport and Societies) will be able to help you with all aspects of the organisation of the event.



Guest Speaker Approval Process

We actively encourage societies to bring in guest speakers to enhance and develop your society. BEFORE inviting a guest speaker onto campus, you must complete the guest speaker booking form which can be found on page 27 of this Handbook. This form must be signed by the speaker themselves. Please then submit this form a minimum of 4 weeks prior to the event to **suguestspeakers@bnu.ac.uk**.

Once received, the Students' Union follows the approval process outlined below. Decisions on whether to approve or reject a speaker are made by the Prevent Lead in line with the University's Freedom of Speech Policy, which can be found here: **bucks.ac.uk/sites/default/files/2025-08/Freedom%20of%20Speech%20Code%20of%20Practice%20and%20Procedure_0.pdf**



* In order to evaluate risk, the Activities Coordinator (Recreational Sport and Societies) will carry out due diligence of the speaker including internet presence, any recordings of other events and social media accounts as well as assessing the form in terms of the subject matter of the talk.

Volunteering

Remember you're a volunteer!

Being a committee member is a voluntary role. This means you can keep a record of your volunteering hours through our volunteering log system.

Please remember we will only count hours for society contribution (for example, paperwork, helping at events, coaching if it's unpaid) rather than your actual society activity (for example attending a session).

Logging your hours

You can log your hours online at **bucksstudentsunion.org/volunteeringportal** where you can register as a volunteer and keep track of all your hours! Don't forget you will be rewarded for logging your volunteering hours.

50 - Bronze / 50 - Silver / 300 - Gold / 500 - Platinum / 1,000 - Diamond

For each level you will receive a certificate to confirm your volunteering hours and when you reach platinum or Diamond, you will be invited to our annual Union Awards, where you will be presented with your certificate.

At each volunteering level, we are offering recognition awards to reward students for their commitment.

- Bronze: 100 rewards available
- Silver: 60 rewards available
- Gold: 30 rewards available
- Platinum: 15 rewards available.

To further recognise outstanding commitment, we are offering special prizes to the 25th, 50th, 75th and 100th student to reach their volunteering milestone.

Sustainability

Bucks Students' Union is committed to be a more sustainable organisation. Throughout the year, there will be a number of campaigns which aim to educate individuals and the wider student body on different areas which aim to have a positive impact on the environment.

Being a sustainable society:

As a society, you can help us make the union and university more sustainable and here is how:

- All societies must get their members involved in a green initiative. The Union will run numerous campaigns and initiatives which you as a society can get involved in, or if you want to do something yourselves we are happy to support you. We will be checking to see how many society members get involved before this is ticked off the accreditation, it can't just be committee members.
- You will have the chance to be able to claim back travel in cars for driving to any sessions/trips should you take 2 or more people. This will be from the society fundraising account, if agreed by the committee and Activities Coordinator (Recreational Sport & Societies). Distances will be calculated using Google maps and will be at a rate of 40p per mile. This is to discourage numerous individual journeys.
- All society purchases must be ethically sourced and environmentally friendly (where possible) in order for them to be funded either through the grant funding process or through society fundraising. This includes:
- No Balloons to be purchased or used as these are harmful to the environment. This includes Biodegradable balloons as they can take up to 4 years to degrade which means they can still do a lot of damage to wildlife in the meantime. We will also not allow the use of helium for any student led events.
- Glitter is allowed BUT it must be biodegradable

Transport

The Students' Union is unable to provide transport for all of your society activities. In the event transport cannot be provided, the Student Activities team suggests members use their own cars and claim the money back from their society account if agreed by the committee, petrol money is allocated at 40p a mile and calculated using google maps.

- petrol money must be collected within two weeks of the date of the session
- petrol money is to be claimed back from the Students' Union.
- to claim money, a member must:
  - complete an expenses form
  - have the expenses form signed by the Finance Manager
- petrol claims will be issued via a bank transfer
- drivers can only claim petrol money back if they have taken 2 or more members with them.

Transport fleet:

Bucks Students' Union have 3x minibuses and 2x 9 seater vehicles which, subject to availability, every society is entitled to use for their activities. They are free to rent, but the society would need to cover the fuel costs at the price of 50p per mile. This will either be from your fundraising account, or if approved, your grant funding.

To book a minibus, contact the Activities Coordinator (Competitive Sport), **suminibus@bnu.ac.uk**.

Midas (Minibus) Training:

The Students' Union arranged minibus driver training for members who are eligible, twice per year. In order to complete this, you must:

- be 21 or over
- hold a UK drivers licence for a minimum of 2 years
- ideally have a clean licence, but this is not crucial
- ideally be first or second year so that the society has a driver for a minimum of two years. Third years, are welcome to do this in October to get the most out of them.

The cost of the MIDAS test is £50 which can be can be claimed back from your society account, or through grant funding.

9 Seater:

These tests can be arranged at any time as long as it is organised well in advance of when you require them. This is a competency test with a member of SU Staff who will take you for a short drive. In order to complete this, you must:

- be 18 or over
- hold a UK or EU driving licence for a minimum of 1 year

There is no charge for this.

Complaints

There are two forms of complaint; informal and formal.

The Students' Union take any complaint, whether small or large, very seriously, and have a complaints procedure in place. If you would like to make a formal complaint please go to **bucksstudentsunion.org/** constitution and download the formal complaint form at the bottom of the page.

An informal complaint must be received within 10 working days of the incident or event giving rise to the complaint. After this time the Union will not consider the complaint unless there are special circumstances present. The complaint will be acknowledged within two working days of the receipt. This confirmation should include deadlines by which an outcome will be communicated to the complainant, which should not exceed 15 working days.

However, complaints that would be considered informal we encourage the individuals involved to try to resolve said complaint externally before submitting a complaints form.

If it is a formal complaint the form will need to be submitted to: **sucomplaints@bnu.ac.uk.**

Receipt of a formal complaint must be acknowledged with two working days of complaint. If the complaint is in relation to any staff member of the Union then the matter will be referred to the CEO.

If the complaint relates to the CEO and or the President, then the complaint will be handled by the longest serving external member of the trustee board.

For further information visit our website: **bucksstudentsunion.org/constitution**

Society Accreditation

The accreditation system aims to help societies run smoothly, provide a meaningful time for its members, have a positive impact on the wider community and help committee members build a strong CV for future employment.

In order to run as a society, the committee must complete the essential documents that allow them to operate within Bucks Students' Union. Once these documents have been completed and submitted to the Activities Coordinator (Recreational Sport and Societies) (**daniel.lawrence@bnu.ac.uk**) the society is then able to work their way through the accreditation system.

The scheme is divided into five areas; 'Community Outreach and Collaboration', 'Inclusivity and Wellbeing', 'Engagement and Promotion', 'Sustainability and Longevity' and 'Own Targets.. Each area has compulsory targets needed to be completed, with additional targets listed below where the societies can decide which one they would like to complete.

The more targets completed, the higher level of accreditation status the club will achieve. This being split into three categories, Bronze, Silver and Gold. For a society to complete accreditation and be a Gold Accredited Society, they must complete all compulsory and additional targets in each section, totaling 28.

Failing to inform the Activities Coordinator of an event or not being able to produce evidence of an event occurring may result in the target not being completed on the accreditation scheme.

Completion of the accreditation scheme can result in monetary rewards and automatically puts a society in contention to be awarded Society of the Year at the annual Union Awards.

SOCIETY ACCREDITATION: _____

COMMUNITY OUTREACH AND COLLABORATION

(compulsory)

- ☐ **150 volunteering hours and 20 community hours**
- ☐ **Host 1 RAG fundraiser**
- ☐ **25% members involved in sustainable volunteering**
- ☐ **Organise own volunteering event**

(complete 1 out of the 2 targets below)

- ☐ Collaborate with another society/club
- ☐ 1 National sustainability campagin post

INCLUSIVITY AND WELLBEING

(compulsory)

- ☐ **Regular communication with members**
- ☐ **Host an AGM**
- ☐ **Hold a welcome meeting**

(complete 2 out of the 3 targets below)

- ☐ 25% members taking part in 2 Union Campaigns
- ☐ 1 sober social per term
- ☐ Actively attempting to engage your members in celebrating different cultures

ENGAGEMENT AND PROMOTION

(compulsory)

- ☐ **Up to date minisite**
- ☐ **Attendance Registers**
- ☐ **Society Feedback (50% of members) and act on if applicable**
- ☐ **Recruitment stall**

(complete 3 out of the 5 targets below)

- ☐ Attend 2 Union Councils
- ☐ Promote at least 1 event/activity a term
- ☐ Have 8 members at each session
- ☐ 1 newspaper article per term
- ☐ Post 10 social media posts a year (Tag @bucksstudentsactivities)

SUSTAINABILITY AND LONGEVITY

(compulsory)

- ☐ **Complete compulsory paperwork (Risk Assessment)**
- ☐ **All committee members in WhatsApp group**
- ☐ **Fully trained Committee**
- ☐ **Attend all Societies Councils**
- ☐ **Mid-year meeting with Activities Coordinator (Recreational Sport and Societies)**
- ☐ **Host 1 Society fundraiser**
- ☐ **Committee Handover documents**

(complete 2 out of the 4 targets below)

- ☐ Introduce potential new committee members to Students' Union Staff
- ☐ Regular committee meetings and bullet points
- ☐ Budget funding meeting
- ☐ Keep an up to date equipment inventory

OWN TARGETS

1)_____

2)_____

☐ **20 - Bronze accredited**

☐ **24 - Silver accredited**

☐ **28 - Gold accredited**

☐ COMMUNITY AND COLLABORATIVE SOCIETY ☐ INCLUSIVE SOCIETY ☐ ENGAGED SOCIETY ☐ SUSTAINABLE SOCIETY

You can contact **susocieties@bnu.ac.uk** with any questions or problems

Community Outreach and Collaboration
(Compulsory)

150 volunteering hours and 20 community hours	As a union we aim to work closely with the student community around us. Societies can have a positive impact on the wider community not only through RAG but also through volunteering. As well as specific events, your roles as committee are voluntary and the hours you spend in meetings and volunteering your time can all be counted towards accreditation. We expect each society to give a minimum of 150 hours before it is counted toward accreditation. Hours can be submitted to the volunteering portal through the website. These 20 hours can be a part of your 150 volunteering hours. Community hours encourage societies to volunteer within the local community. Societies can do a project involving all its members in one go i.e. One Can Trust or can spread their hours across the year. We encourage a high proportion of society members to be involved. It cannot just be one individual.
Host 1 RAG fundraiser	Each year the Students' Union raises funds to support a local charity. As societies you are active members and representatives of the Union in the local community. Raising money for RAG shows that your society is having a positive impact on the wider community. Money raised for RAG must be paid into the Students' Union to be counted toward the accreditation. Fundraising for RAG will not include entering a team to a RAG tournament, you must hold a specific RAG fundraiser.
25% members Involved in sustainable volunteering	The Union works hard each year to retain its Green Impact status in which we currently have the rating excellent. The Union will run numerous campaigns and initiatives which you as a society can get involved in. The events which count towards this point will be promoted as such via the What's On page and social media. We will be checking to see how many society members get involved before this is ticked off the accreditation. You can run your own initiative and volunteering if it has a link to the UN Sustainability Goals.
Organise own volunteering event	Each year we ask for members to support each other and the community in volunteering. By organising your own group volunteering your society is showing it cares about the student and wider communities. Society Chair's should be organising this and reaching out to all members to get involved.

Complete 1 out of the 2 targets below

Collaborate with another society/club	To strengthen our 'Bucks Community' ethos, societies are encouraged to partake in social and/or voluntary events with other societies/sports teams. A joint activity must be planned and promoted together; this can be counted toward the accreditation once the event has taken place.
1 National sustainability campaign post	To show understanding of the issues in our society and the wider world, create a post that shows an understanding of a national campaign on sustainability, this should be linked to 1 of the UN Sustainability Goals. This post should come from your society account and be shared by at least 4 members.

Inclusivity and Wellbeing
(Compulsory)

Regular communication with members	A good society is one who communicates effectively to all its members. For this to be complete, you need to regularly communicate with your members, through email or group chats and provide screenshot evidence of this.
Host an AGM	Societies are required to have an Annual General Meeting where they present to its members what money they have spent where, a breakdown of the feedback and a report as to how the year has gone so far, all members will then be given the chance to ask questions. Minutes need to be taken at this meeting and sent to daniel.lawrence@bnu.ac.uk. The presentation should follow the template set out by the Student Activities team and a member of staff should be invited to attend this. This is to be done around February time.
Hold a welcome meeting	A welcome meeting should be held within the first 2 weeks of term or should be your first session after setting up. This is an opportunity for members to be provided with an overview of the society including an introduction of committee members and an overview of how members can get involved in the wider Students' Union. The presentation should follow the template set out by the Student Activities team and a member of staff should be invited to attend this.

Complete 2 out of the 3 targets below

25% members taking part in 2 Union Campaigns	The Students' Union hosts several diversity and welfare campaigns throughout the academic year. As active members and representatives of the Union you are great ambassadors to support these campaigns. This will be ticked off the accreditation once 25% of active society members have actively taken part in 2 Union campaign.
1 sober social per term	Socials are important for increasing bonds between members of your society, so societies are asked to 1 sober social per term to offer something different to general sessions. This could include going Bowling, Cinema trips or a night out at one of the many different events at the Students' Union Venue. These must not be based around the consumption of alcohol.
Actively attempting to engage your members in celebrating different cultures	Diversity is a major part or the university and as a society we encourage you to actively attempt to engage your members in learning about, appreciating, and participating in the traditions, values, and customs of various cultures. It's not just about acknowledging diversity – it is understanding the university community better including your own members.

Engagement and Promotion
(Compulsory)

Up to date minisite	Each society has access to their own mini-site on bucksstudentsunion.org which they can update with contact details, images and videos (check content with SU staff). The website must be updated at minimum once a year and must contain the following to be completed – committee names, emails and social media accounts (e.g. Facebook and Instagram) and meeting schedules. To update your mini-site please request the 'content request form' at the start of the year. Throughout the year each committee member will have access to update this themselves.
Attendance registers	It is the Vice Chair's responsibility to submit the attendance registers within 24 hours of their society's session. To submit a society attendance register please complete the provided spreadsheet through a shared Microsoft Excel document which the Chair and Vice Chair will get access to at the start of the year.
Society feedback (50% members) and act on if applicable	The Students' Union are always looking to provide the best service and ensure students at Bucks are enjoying their student experience. Completing the feedback survey will help us to identify what we are doing well, as well as any areas which need to be improved. Society feedback is done twice per year and for this to be completed, 50% of your active members must complete a feedback survey. This feedback will be sent to you and will be discussed in meetings held across the year.
Recruitment stall	Freshers' Fair is a key event to gain as many sign ups to the society as possible. With a high footfall, Freshers' Fair provides a perfect opportunity for you to advertise your society and get new sign-ups. Each society must hold a stall at the Fair and have two people always staff it. If your society is created after Freshers' Fair, other arrangements can be made.

Complete 3 out of the 5 targets below

Attend 2 Union Councils	Union Council is a monthly meeting which discusses the running of the Students' Union. The Council provides an opportunity for students to give their input to Union activity. A representative must attend at least 2 Union Council meetings across the year to ensure their society members' opinions and feedback are represented.
Promote at least 1 Union event/activity a term	There are many different events, campaigns, and activities which the Students' Union run each year to engage as many members as possible. As a society, you will need to promote 1 of these per term through your social media. The event/activity which is shared is at the discretion of the society.
Have 8 members at each session	For this point to be used towards your accreditation, there must be a membership size of 8 members at each of your sessions. This will be based on attendance registers.
1 newspaper article per term	The Students' Union run a newspaper every three weeks that is accessible for all students. To promote your society throughout the university and potentially gain membership, each society needs to submit a minimum of 1 newspaper article per term. This is in addition to the Freshers Special at the start of the year. You can alternatively create a blog for your society which can be linked to your mini-site. Articles need to be around 500 words and have at least one high resolution image (not copied from social medial or compressed in any way) supplied as a separate .jpg file (not pasted into a word document). Publisher files are not accepted as we cannot open them. To submit a newspaper article please send it to lorenzo.dizenobbia@bnu.ac.uk and c.c. daniel.lawrence@bnu.ac.uk.
Post 10 social media posts a year (Tag) @bucksstudentsactivtiesi	Social media is one of the most effective ways to spread information and advertise your society. Societies are required to post 10 times on Instagram as a minimum throughout the year and tag the Student Activities account (@bucksstudentsactivities). This is a main feed post and not a story.

Sustainability and Longevity
(Compulsory)

Complete compulsory paperwork (Risk Assessment and Welcome Meeting Presentation)	For any society to run, it needs to have completed the compulsory paperwork by a set deadline. The Risk Assessment and welcome meeting presentation, which makes up this needs to be completed prior to the start of term and sent to daniel.lawrence@bnu.ac.uk • It is a safety requirement for all societies to complete a risk assessment for the venue where they meet and hold sessions. • A welcome meeting is an opportunity for members to be provided with an overview of the society, and the presentation should follow the template set out by the Student Activities team.
All committee members in WhatsApp group	To improve the communication between committee members and Student Activities staff, a what's app group is set up each year. In this group, updates are posted regularly, and it also gives societies the opportunity to communicate with fellow committee members and SU staff with ease. The Vice President Achievement and Belonging and Activities Coordinator (Recreational Sport and Societies) must be added to committee chats.
Fully trained committee	It is compulsory to have an official elected Chair, Vice Chair and Finance Manager to ensure the society is democratically represented. Committee Training will be held twice in the year, once in May after the the committee is elected in and then again before the start of term in September. If missed a one-to-one session must be organised. New societies, will have to have had training with the Activities Coordinator (Recreational Sport and Societies) before being able to have their first session.
Attend all Societies Councils	Societies Council is a monthly meeting which discusses the latest developments and information regarding societies. The Council provides an opportunity for students to give their input to how societies are run and provide the opportunity to work collaboratively with other societies. A representative of each society must attend at all Societies Councils throughout the year for this to be ticked off the accreditation. If none of the society committee can attend, apologies must be sent to daniel.lawrence@bnu.ac.uk or via WhatsApp.
Mid-year meeting with Activities Coordinator (Recreational Sport and Societies)	To help with the development of your society, a meeting must be organised with the Activities Coordinator (Recreational Sport & Societies) in December or January but before your first meeting in term 2. In these meetings, several things will be discussed such as reflection of term 1, progress against accreditation, feedback and plans for the rest of the year.
Host 1 society fundraiser	The most successful societies are those who have a healthy fundraising account and manage the society's grant income as well. Money can be used to attend events, conferences, organise activities, fund transport or hire a guest speaker. Societies will need to hold at least one fundraising event throughout the year, this does not include the ordering of social tops/hoodies.
Committee handover document and meeting	The handing over of information from one committee to the next is very important. The document helps pass on contact information, maintain society traditions, and ensures that the society is in the best possible position to start in the new academic year. This can be counted towards the accreditation once the document has been completed and submitted to the Activities Coordinator (Recreational Sport and Societies) daniel.lawrence@bnu.ac.uk

Complete 2 out of the 4 targets below

Introduce potential new committee members to Students' Union Staff	To help build relationships with committee members and SU staff, as part of a handover or at any point throughout the year, it is good for current committee members to bring members into the SU.
Regular committee meetings and bullet points	It is vital that committee members regularly meet and discuss any issues, plan what the society want to do throughout the year and check progress against accreditation. This ensures that correct information is being passed through the society and to check the society is running smoothly. At these meetings, bullet points need to be taken and sent to daniel.lawrence@bnu.ac.uk.
Budget funding meeting	Each society has its own fundraising account held within the Students Union. Societies need to be aware of what is in the account, have an aim of how they are going to fundraise, as well as spend grant funding. The societies are asked to have a meeting with the Student Activities staff in the Students' Union to plan the year ahead. The Finance Manager must be present.
Keep an up to date equipment inventory	Any equipment which is purchased through society grant funding is the property of Bucks Students' Union and therefore require it to be returned each year to the SU offices or passed down between committee members. Equipment can be stored in the Students' Union office or at committee members accommodation however it is necessary for us to have an up-to-date equipment inventory for societies including where this is stored and with who.

Own Targets
(Compulsory)

Own Target 1	Each Society to set 2 of its own targets for the year, these cannot be an extension of the current accreditation or be ones used in the previous year. The Targets need to be realistic but worth aiming for and provide a beneficial purpose for the society. They need to be decided by the committee as a whole and discussed with the Activities Co-ordinator before being added to the accreditation scheme. Society targets cannot be events that have already been completed prior to the start of term and cannot be changed unless discussed with the Activities Coordinator.
Own Target 2	

Appendix 1 – External Speaker/Event Application

Please ensure that you answer all the questions below in detail and submit all of the required information. An incomplete application may result in delay. Once completed this form must be sent to **suguestspeakers@bnu.ac.uk** at least four weeks prior to the event taking place. You must not confirm anything with your guest speaker, or advertise their attendance, until this form has been authorised.

Student Details

Name of Applicant:

Contact details:

Society or group (if any) in whose name the meeting or activity is to be publicised:

Date of Meeting:

Time of Meeting:

Place of Meeting:

Speaker Details

Name of Speaker:

All other names by which the person has been known:

Address:

What organisation (if any) they represent:

Have they spoken at this University before, or at another higher education institution? If so, which?

A biography should be included in the space provided at the end of this form (500 words max).

Event Details

The nature of the event and its topic:

List other participants, speakers, and principal guests if known:

Will there be any fundraising and, if so, for whom or what?

Guest Details

This event is for (tick one): ☐ invited guests only ☐ any students and staff ☐ general public

If invited guests only, who are they?

On The Day

What materials (booklets, CDs, free gifts etc.) will be available to those who attend?

What stalls will there be and who will be providing them?

Number of people expected:

Will the speaker need protection? ☐ yes ☐ no

Are the press or other media expected to be present? ☐ yes ☐ no

Sponsorship Details

The event is sponsored by: ☐ the Students' Union ☐ a student society affiliated to the Union ☐ the Chaplaincy ☐ University Facilities ☐ a member of staff (please name below)

Staff member responsible:

(external commercial bookings will be sponsored by the Students' Union).

Prospective Speaker Declaration

I respect the fact that Bucks Students' Union is a community in which people of many different races, cultures, faiths and beliefs, live and work side by side, and is committed to building an affirming community among all its staff and students whilst securing freedom of speech and the encouragement of open and free debate.

By accepting an invitation to speak on University premises I undertake to:

- express my beliefs and views honestly and courteously
- respect the right of others to express their beliefs and views
- refrain from using undue pressure, manipulation or inducements to win others to my point of view or agenda or to silence them.
- refrain from misrepresenting the views of others
- avoid language or behaviour that violates the dignity of people or creates an intimidating, hostile, degrading, humiliating or offensive environment for them on the grounds of their race, gender, ethnicity or national origin, religion or belief, sexual orientation or disability.
- cease speaking immediately if requested to do so by an authorised member of University staff, and leave the University premises upon a request by that member of staff.

I am aware that it is a criminal offence:

- to use threatening, abusive or insulting words or behaviour in circumstances where it is likely, or intended, that racial hatred will be stirred up
- to invite support for a proscribed terrorist organisation.

I recognise that in the event of the law being broken by a speaker on University premises, the Students' Union / University will report the matter to the police and give them all necessary assistance.

I recognise that the Students' Union reserves the right to cancel or terminate an event without notice if it has reason to believe that it will lead to public disorder, danger, damage to property, or undue distress to individuals or groups.

Name:

Contact details:

Signed:

Date:

Notes

The Applicant is responsible for the accurate completion of the application form. If it is found that any relevant information has been omitted, permission for the event may be withdrawn.

The application form must be submitted at least four weeks before the planned date of the event, and updated if there is any change of plans or any new relevant information comes to light.

The acceptance of the application will be conditional on you supplying the wording of publicity for the event and copies of any fliers and ensuring the relevant Students' Union representative will be an additional recipient of any social media activity relating to the event: e.g. the Student Activities Manager for sporting events.

No external catering, alcoholic or otherwise, banners, flags, placards or similar items, or any items or animals which could be used in a manner likely to lead to injury or damage or cause a breach of the peace shall be brought into the building, taken into a meeting or activity, or used anywhere on the premises.

The cost of providing special cleaning, repair or other services after an event shall be met by the Applicant. A deposit can be required at the Students' Union's discretion.

If stewards are provided by the applying organisation, they shall be required to be present throughout the meeting or activity and also while the audience is assembling or dispersing, and they must be briefed by applicants about their duties and responsibilities including local fire and emergency procedures. Information about these procedures will be provided by the Students' Union.

The Applicant must ensure to ensure that no speaker or other person present at a meeting should infringe the law, and that if such conduct continues after a warning, the Applicant has a duty to close the meeting and/or notify the police. If this is not done, then a Students' Union senior manager has the power to close the meeting and/or notify the police.

Speaker biography (500 words max).

Approved by University: Date:



Making life better
for students at Bucks

BUCKS
STUDENTS'
UNION

Bucks Students' Union

HW Campus - North Wing, Queen Alexandra Road, High Wycombe, Bucks, HP11 2JZ

Tel: **01494 601 600**

UXB Campus - first floor, 106 Oxford Road, Uxbridge, Middlesex, UB8 1NA

Tel: **01494 605 180**

Email: **union@bnu.ac.uk** Website: **bucksstudentsunion.org**

Bucks Students' Union is a registered charity – no. 1144820