UNIVERSITY COUNCIL FOR LANGUAGES

CONSTITUTION

1. **Name.** The Organisation shall be known as the University Council For Languages (UCFL).

2. Aims. The main aims of UCFL are :
i. to promote research, teaching and learning in languages, literatures, cultures and societies, linguistics and language teaching in higher education in the UK.

ii. to promote co-operation, co-ordination and the sharing of expertise and good practice between institutions, associations and related bodies concerned with languages, literatures, cultures and societies, linguistics and language teaching.

iii. to support and promote the health and sustainability of languages and related studies in higher education in the UK through the provision of opportunities for the dissemination and exchange of good practice in academic leadership and management.

iv. to represent languages, to co-ordinate the formulation of policies and to pursue their adoption by appropriate national and international agencies.

3. Organisation
i. UCFL shall consist of a General Council and an Executive Committee.

ii. It may conduct such lawful activities as are necessary to further its aims, including the collection of information, the production of publications, the issuing of advice and briefing materials, the organisation of meetings and workshops, and the raising and disbursement of funds to support its activities. It shall be a non-profit making organisation.

iii. Membership shall be determined by the General Council. Those eligible for membership shall be UK universities, other institutions engaged in a significant amount of research and/or teaching in languages, and associations concerned with languages, literatures, cultures and societies, linguistics and language teaching.

4. The General Council
i. The General Council shall comprise one delegate from each member institution and association. The delegate shall normally be a specialist in languages, language teaching or linguistics.

ii. The General Council shall hold at least two plenary meetings each academic year, the second of which will include the Annual General Meeting. The annual programme of events will include interactive workshops which may be scheduled to directly precede or follow a plenary meeting.

iii. The General Council shall have final authority in all matters concerning UCFL's policy and the conduct of its affairs. It shall elect the Officers and Members of the Executive Committee; and determine all matters relating to the Constitution and Standing Orders. Revisions to the Constitution and Standing Orders may be temporarily approved on an exceptional basis by Chair's action. The General Council may delegate any other matters to the Executive Committee and Officers.

5. The Executive Committee

i. The Executive Committee shall be composed of a Steering Group and Ordinary Members. The Steering Group will comprise the Chair, three Vice Chairs, the Hon. Secretary and Hon. Treasurer, and Membership Secretary. The Vice Chairs will have responsibility for the following three areas of UCFL activity: Research; Language and Intercultural Education; and Engagement and External Communications. The work of the Steering Group shall be supported by the Project Coordinator(s). Honorary members may be seconded to the Steering Group with the approval of the Chair.

ii. Eighteen ordinary members shall be elected by the General Council, one from each of the following fields, languages and areas of study: Celtic; Hispanic; Germanic & Low Countries; Classical Studies; Lusophone; French; Italian; East Asian; Middle Eastern; Slavonic and East European; Linguistics; Early Career Academics; English Language Teaching; British Sign Language; Institution-Wide Language Teaching; Translation & Interpreting; Area Studies; Schools Liaison.

iii. A representative of each of the UCFL Networks in Northern Ireland, Scotland and Wales shall be also be ordinary members of the Executive Committee. They are permitted to use the title of Chair (eg Chair of UCFL Scotland).

iv. A member of the Presidential team of the Association for Language Learning shall be an ex officio member of the Executive Committee.

v. Special Interest Group (SIG) chairs shall be ex officio members of the Executive Committee.

vi. The Executive Committee shall be responsible to the General Council for the management of UCFL's affairs, shall carry out the instructions of the General Council, shall exercise delegated authority on the General Council's behalf and shall report regularly to the General Council on its actions.

6. Subscriptions

The subscription shall be set at a rate determined by the General Council and shall fall due during the academic year and in advance of the AGM.

7. Standing Orders

i. At each AGM, the General Council shall confirm Standing Orders, with such amendments as it considers appropriate. The Standing Orders shall determine the mode of election/ appointment and term of office of members of the Executive Committee, the frequency of meetings, the current level of subscriptions, the terms of reference of working parties or other groups established by UCFL, and such other matters the General Council may, from time to time, determine.

ii. Proposals to amend the Standing Orders shall be notified to General Council delegates not less than one month before an AGM. Proposals may be presented by the Executive Committee at its own initiative, or by a motion lodged with the Hon. Secretary at least two months prior to the date of the AGM, duly proposed and seconded by the Council delegates.

8. Amendments to the Constitution

i. Proposals to amend the Constitution shall be notified to General Council delegates not less than one month before an AGM. Proposals may be presented by the Executive Committee at its own initiative, or by a motion lodged with the Hon. Secretary at least two months prior to the date of the AGM and supported by at least twenty named General Council delegates.

ii. A motion to amend the Constitution shall be approved if supported by two thirds of the votes at the AGM.

9. Dissolution of UCFL

i. Any proposal to dissolve UCFL or to amalgamate with any organisation shall be notified to General Council delegates not less than one month before an AGM. Proposals may be presented by the Executive Committee at its own initiative, or by a motion lodged with the Hon. Secretary at least two months prior to the date of the AGM and supported by at least twenty named General Council delegates.

ii. In the event of the General Council deciding to dissolve UCFL, it shall elect a Residual Executive of no less than five members to oversee the conclusion of outstanding business and to determine the disposal of assets.

10. Implementation Further to approval at the 2025 AGM, this revised constitution comes into effect on 31 July 2025.