UCFL Standing Orders

(amendments approved 4 July 2025)

1. Membership and Observer Status

Membership and observer status may be at the invitation of UCFL or by application to UCFL through the Executive Committee. The Executive Committee shall make a recommendation to the General Council to accept, reject or defer consideration of an application.

2. Terms of Office and Appointment of Officers

Officers (members of the Steering Group) shall be elected for three years in the first instance and may be re-appointed for three further years, after which they ordinarily relinquish their office. Ordinary Members of the Executive Committee shall also be elected for three years and may be elected for a further year, after which they shall usually relinquish membership of the Executive Committee for no less than one year. No member may normally serve on the Executive Committee for more than a total of eight consecutive years except with the agreement of the General Council. Officers including the Chair will be appointed by application and interview. The panel shall be chaired by a member of the Steering Group or an External Partner.

3. Procedure for Elections

i. The Hon Secretary shall be responsible for the conduct of elections, assisted by a Project Coordinator if necessary. Nominations for election to posts of Ordinary Member of the Executive Committee shall be accompanied by the names of the proposer and seconder with confirmation of the prior agreement of the nominee. Nominations shall be supported by a brief biographical statement containing details of membership of relevant associations, area of specialism, and roles and responsibilities of the nominee's institution as appropriate.

ii. Nominations for ordinary Members on the Executive Committee shall be requested in a circular to General Council delegates at least two months before the AGM. The election of ordinary Members shall be conducted by an online ballot of all delegates, and the result established by the Hon Secretary, on the basis of first past the post, shall be announced at the beginning of the AGM. Incoming ordinary Members shall assume their responsibilities one month following the close of nominations.

iii. The Constitution and Standing Orders shall be subject to review at the AGM.

4. Membership and Subscription

i. Each member institution and organisation shall have one designated delegate and one vote in the General Council. Additional colleagues will be welcome to attend the General Council as observers, and to attend plenaries and interactive workshops as participants with full membership rights.

ii. The subscription shall be agreed annually and shall fall due at the AGM.

iii. Attendance at workshops and plenaries will be free of charge for representatives of UCFL member institutions and organisations. Representatives of institutions and organisations which are not paid-up members, but who wish to attend a workshop or plenary event without being 'invited'

to do so by the Chair (see 9 below) will be subject to a non-member's attendance fee, and invited to join UCFL on payment of the full subscription fee in order to reap full benefits of membership, including voting rights.

5. Frequency of Meetings

i. The General Council shall meet in plenary session at least twice each year, normally in January and June/July. The June/July plenary meeting will serve as the Annual General Meeting, the other plenary session will normally coincide with one of the themed workshops.

ii. There shall be at least two workshop events organised each year, one of these being timed to coincide with either the Annual General Meeting and plenary, or with the second plenary. The workshops will be themed around strategic and operational leadership agendas related to: research, teaching and learning; and departmental management and human resource management in higher education language departments.

iii. The Steering Group of the Executive Committee shall meet as often as required, and at least once between meetings of the General Council and workshop events. Some meetings may be held virtually.

iv. The wider Executive Committee shall usually meet at least twice per academic year, or more often as required.

v. An Executive Committee member failing to attend three consecutive meetings of the Committee without good cause shall be deemed to have completed the term of office for which he/she was elected.

6. Special Interest Groups and Sub-Committees

i. The Executive Committee shall be responsible for developing such Special Interest Groups, advisory panels, or sub-committees as the General Council may propose or as the Executive considers appropriate. The composition and terms of reference of such bodies shall be submitted for approval to the General Council, which may accept, reject or vary the proposal submitted.

ii. The Executive Committee will determine the nature and composition of any sub-committee responsible for the governance or oversight of projects transferred to UCFL ownership, such as Routes into Languages.

7. Expenses

i. Expenses incurred in attending meetings of the General Council and workshop events shall not normally be reimbursed by the UCFL, with the exception of attendance at the General Council by the Chair, Treasurer and Hon Secretary.

ii. Reasonable expenses incurred in attending meetings of the Executive or other meetings attended by Officers on behalf of the UCFL shall be reimbursed, if claimed, by the Treasurer, who shall have discretion to agree the amount to be paid.

iii. Reasonable expenses incurred by speakers at plenaries and workshops, whose expenses are not otherwise funded, shall be reimbursed, if claimed, by the Treasurer, who shall have discretion to agree the amount to be paid in advance of the expenditure being incurred.

8. Co-optation

The Executive may co-opt up to two additional members in any one academic year. Such members shall be non-voting and shall serve for a period no longer than two twelve-month periods. The Executive may also co-opt Honorary members who shall serve as long as the need remains.

9. Attendance by Invitation

The Chair may from time to time invite one or more non-members to participate in a particular meeting of the Executive or the General Council. Persons so invited shall not be entitled to vote. Where additional expenses are likely to be incurred, the Chair shall consult in advance with the Treasurer.

ANNEX

1. The Steering Group

CHAIR, RESPONSIBLE FOR:

a. Fulfilling the overall strategic remit of UCFL and chairing meetings of the plenary membership (called the General Council in the Constitution), the Steering Group and the wider Executive Committee;
b. Liaison with and lobbying, at appropriate levels, Government and related bodies for UK/England (may include: DfE, OfS, All Party Parliamentary Group for Languages);
c. Liaison with Government/Assembly and related bodies in Northern Ireland, Scotland and Wales (in conjunction with regional representatives, and UCFL Scotland and UCFL Wales);
d. Liaison at appropriate levels with national organisations linked to language strategies and policies for HE and beyond;
e. Leading initiatives/projects/campaigns taken up by UCFL and approved by the Steering Group/Executive and wider membership as appropriate; Being the primary public voice of UCFL in the media.

VICE CHAIR, RESEARCH, RESPONSIBLE FOR:

a. Representing UCFL's institutional & associate membership in consultations on strategic matters of research in all our disciplines with bodies such as Modern Humanities Research Association, AHRC, ESRC, British Academy, ILCS;
b. Liaison and consultation with Members/Associate Members on Research and REF issues and strategies;
c. Representing agendas related to Post Graduate Research provision and funding for UK HEIs.

VICE CHAIR, LANGUAGE AND INTERCULTURAL EDUCATION, RESPONSIBLE FOR:

a. Representing UCFL's institutional membership (particularly) in matters related to policies and strategies in language and intercultural education in all sectors, which impact on HE, with bodies such as the Office for Students (OfS), Department of Education, Specialist Schools and Academies Trust (SSAT);
b. Leading UCFL's campaigns and position statements on issues related to recruitment, admissions and Widening Participation (including liaison with projects such as Routes into Languages), changes in statutory curricula impacting on HE and progression from statutory education;
c. Liaison with professional language bodies such as the Chartered Institute of Linguists (CIOL), Institute of Translation and Interpreting (ITI), British Council, GCHQ, FCO;
d. Leading UCFL on issues relating to the promotion and facilitation of technology based and/or distance learning in HE where relevant to member institutions;
e. Liaison with bodies involved in Initial/continuing teacher education in languages.
f. Leading UCFL's annual survey collecting data relevant to the Education sector, writing the report and advertising it with external assistance as appropriate;
g. Monitoring, and reporting on, the UCAS Applications and Admissions cycle, OFQUAL ALevel and GCSE annual results and trends, British Council Language Trends and other relevant publications;
h. Overseeing the running of the Routes into Languages sub-committee, to include chairing its committee meetings, leading on strategic development and ensuring long-term sustainability.

VICE CHAIR, ENGAGEMENT AND EXTERNAL COMMUNICATION, RESPONSIBLE FOR:

a. Ensuring that UCFL's opinions and activities are widely represented externally;
b. Liaison with media and external-relations professionals in national bodies representing the interests of linguists, to ensure synergies of messages;
c. Liaison with THE and other press outlets, to ensure UCFL's voice is heard, and with other campaigns (eg Speak to the Future), to ensure UCFL's input;
d. Liaison with employers' and professional organisations on issues related to languages and language-based studies, student mobility and employability: eg Council for Industry and Higher Education (CIHE), Chambers of Commerce, CBI, careers services;
e. Liaison with relevant International bodies eg European Language Council & Council of Europe to learn from wider international movements, policies and initiatives and to disseminate those of UK HE in relation to languages and language study;
f. Developing communications strategies including the use of new media (eg Instagram, X, Bluesky, LinkedIn) for enhanced communications between UCFL and external stakeholders.

HON SECRETARY, RESPONSIBLE FOR:

a. UCFL's governance, including Constitution and Standing Orders;
b. Liaison with UCFL's project coordinator in respect of adherence to the constitution and standing orders, including elections to the Executive;
c. Liaison with UCFL's project coordinator in respect of servicing meetings of the Steering Group, wider Executive and General Council (plenary), and issues relating to UCFL membership;
d. Developing communications strategies including the use of new media (eg blogs, wikis, Facebook and LinkedIn) for enhanced communication with the membership;
e. Overall, responsibility for the UCFL website and mailing lists;
f. Promoting the benefits of membership to HE Institutions.

HON TREASURER, RESPONSIBLE FOR:

a. Accounting for UCFL's income and expenditure and advising the Steering Group and wider Executive of issues arising therefrom;
b. Advising the Steering Group and wider Executive about and seeking approval for membership fee changes;
c. Advising the Steering Group and wider Executive of the affordability of services and activities which UCFL may wish to take on;
d. With the help of the Project Coordinator and the Membership Secretary, collecting fee income and overseeing the list of paid-up member organisations (HEIs and Subject Associations);
e. Liaison with UCFL's bankers (currently NatWest);
f. Supplying financial reports to regular meetings of the Steering Group, Executive Committee and General Meetings, each taking place twice a year.

MEMBERSHIP SECRETARY, RESPONSIBLE FOR:

a. Maintaining the list of paid-up member organisations (HEIs and Subject Associations);
b. Contacting non-member organisations to encourage them to become members of UCFL.
c. Together with Project Coordinator and with oversight by the Honorary Treasurer, ensuring the timely collection of membership fees.

2. The wider UCFL Executive body

The Executive Committee consist of representatives of the following constituencies, with responsibility for ensuring regular two-way communications between the Executive and all relevant institutional/associate members within their area of representation, particularly those listed:

SUBJECT-FIELDS & SUBJECT ASSOCIATIONS

Celtic Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- Association for the Study of Scottish Literary Studies
- British Association for Irish Studies
- Coleg Cymraeg Cenedlaethol
- Cymdeithas Cyfieithwyr Cymru
- International Association for the Study of Irish Literatures

and also with the Scottish Studies Foundation.

Hispanic Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- Association of Contemporary Iberian Studies (ACIS)
- Association of Hispanists of Great Britain and Ireland (AHGBI)
- Society for Latin American Studies (SLAS)
- Women in Spanish & Portuguese Studies (WISPS)

Germanic and Low Countries Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- Association for German Studies in Great Britain and Ireland (AGS)
- Association for Low Countries Studies in Great Britain and Ireland (ALCS)
- Forum for Germanic Language Studies (FGLS)
- German Networks (a German Embassy initiative of regional networks)
- Women in German Studies (WIGS)

Classical Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as:

- The Council of University Classical Departments (CUCD)
- The Classical Association
- Classical Association of Scotland
- International Federation of Associations of Classical Studies (FIEC)
- Hellenic Society
- Roman Society
- Society of Classical Studies
- Institute of Classical Studies

And the following outreach and community initiatives:

- Advocating Classics Education (ACE)
- Classics for All
- Classics in Communities (The Iris Project)

Lusophone studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- Association of British & Irish Lusitanists (ABIL)
- Society for Latin American Studies (SLAS)
- Women in Spanish & Portuguese Studies (WISPS)
- TROPO

French Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- Association for French Language Studies (AFLS)
- Association of the Study of Modern and Contemporary France (ASMCF)
- Association of University Professors and Heads of French+ (AUPHF+)
- • Society for French Studies (SFS)
- • Women in French Studies (WiFUK)

Italian Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- Association for the Study of Modern Italy (ASMI)
- Society for Italian Studies (SIS)

East Asian Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- British Association for Chinese Studies (BACS)
- British Association for Japanese Studies (BAJS)
- Japan Foundation

Middle Eastern Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- British Society for Middle Eastern Studies (BRISMES)
- British Association of Teachers of Arabic (BATA)
- British Association for Turkish Area Studies (BATAS)

Slavonic and East European Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- British Association for Slavonic and Eastern European Studies (BASEES)

Linguistics, responsible for liaison with

- British Association of Applied Linguistics (BAAL) • Henry Sweet Society
- Linguistics Association of Great Britain (LAGB)
- Philological Society
- University Council of General and Applied Linguistics (UCGAL)

Early Career Academics, responsible for:

- liaising between the Early Career Academic Special Interest Group and the UCFL Executive Committee
- surveying ECA views and experiences
- posting information on the ECA area of the UCFL website
- liaising with signed-up member institutions of UCFL on matters relating to the ECA Code of Best Practice

English Language Teaching, responsible for liaison with

- British Association of Lecturers in English for Academic Purposes (BALEAP)
- English UK

British Sign Language, responsible for

1. Institute of British Sign Language
2. Association of British Sign Language Teachers and Assessors
3. British Deaf Association

Institution-wide Language Teaching, responsible for liaison with

- Association of University Language Communities (AULC)
- Heads of Language Centres and IWLP operations in UK HEIs The IWLT representative is also charged with
- championing technology-enhanced language teaching, innovations in the development of open learning facilities and centres
- championing the arguments for language learning entitlements as part of internationalisation strategies, curriculum broadening agendas and employability
- responsibility for surveys and profiling of 'non-specialist' learners

Translation & Interpreting, responsible for liaison with

- Chartered Institute of Linguists (CIoL)
- International Association for Translation and Intercultural Studies (IATIS)
- Institute of Translation and Interpreting (ITI),
- National Networks for Translation and Interpreting

Area Studies, responsible for liaison with Cultural Institutes and Embassies as relevant, as well as

- UK Council for Area Studies Associations (UKCASA)
- University Association for Contemporary European Studies (UACES)

and other area studies associations which do not have a direct representation through other members of the Executive.

Schools liaison, responsible for information from and on schools education, from Initial Teacher Training, through primary, to secondary education; and liaison with

- Association for Language Learning (ALL)
- The Language Alliance

UK Nations

Northern Ireland, responsible for liaison with

- NI Universities and devolved government bodies
- NICILT (The Northern Ireland Centre for Information on Language Teaching and Research)

The UCFL Northern Ireland representative is also responsible for posting information on the Northern Ireland area of the UCFL website.

Scotland, responsible for liaison with

- UCFL Scotland
- Scottish Universities Scottish Funding Council, devolved government bodies and for liaison with UCFL

The UCFL Chair Scotland is also responsible for posting information on the Scotland area of the UCFL website.

Wales, responsible for liaison with

- Universities Wales
- HEFCW and devolved government bodies
- Routes into Languages Cymru

The UCFL Wales representative is also responsible for posting information on the Wales area of the UCFL website.

ASSOCIATE MEMBERS

UCFL will invite membership of any associations whose main purposes and interests are akin to those of the UCFL. Members of the Executive Committee will take responsibility for ensuring that there is close communication between Associate Members and the UCFL Executive and wider General Council as illustrated above.

LIST OF OBSERVERS

The following bodies may be invited to send an observer to meetings of the General Council. Others, as relevant, may apply to the Steering Group for permission.

- Arts & Humanities Research Council (AHRC)
- British Academy
- Carnegie Trust
- Department for Education (DfE)
- Department of Education Northern Ireland (DENI)
- Economic and Social Research Council (ESRC)
- Foreign and Commonwealth Office (FCO)
- Gulbenkian Foundation
- Higher Education Funding Council for Wales (HEFCW)
- Leverhulme Trust
- National Foundation for Education Research (nfer)
- Nuffield Foundation
- Office for Students (OfS)
- Scottish Education Dept
- Scottish Funding Council (SFC)
- Standing Conference of Principals (SCOP)
- Universities UK (UUK)
- University and College Union (UCU)