

# UCML Standing Orders

(amendments approved 10 July 2020)



## 1. Membership and Observer Status

Membership and observer status may be at the invitation of the UCML or by application to UCML 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

- i. Officers (members of the Steering Group) shall be elected for three years in the first instance and may be re-elected for one further year, after which they relinquish their office, with the exception of the representative for Early Career Academics, who will be elected for two years in the first instance and may be re-elected for one further year. 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 relinquish membership of the Executive Committee for no less than one year. No member may serve on the Executive Committee for more than a total of eight consecutive years.
- ii. Terms of office will normally coincide with the academic year. Those taking up office part way through the year will be deemed to have begun their term of office in the September subsequent to their election.

## 3. Procedure for Elections

- i. The Hon Secretary shall be responsible for the conduct of elections. An external adviser may be appointed if necessary. Nominations for election to posts of Officer or 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 Officer posts and 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 Officers and 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 Officers and ordinary Members shall assume their responsibilities on the 1st September following the AGM.
- 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 subject to a modest fee payable to cover refreshments and lunch as appropriate. 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 the UCML 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 using electronic communications media.
- iv. The wider Executive Committee shall meet at least once 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 UCML 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 UCML, 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 UCML 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.

## 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.

updated 10 July 2020

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## ANNEX

### **Main responsibilities of the Executive Committee**

#### **1. The Steering Group**

**Chair**, responsible for:

- a. Fulfilling the overall strategic remit of UCML 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 (including, DfE, OfS, All Party Parliamentary Group for Languages, Higher Education Languages Group);
  - c. Liaison with Government/Assembly and related bodies in Northern Ireland, Scotland and Wales (in conjunction with regional representatives, and UCML Scotland and UCML 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 UCML and approved by the Steering Group/Executive and wider membership as appropriate;
- Being the primary public voice of UCML in the media.

**Vice Chair, Research**, responsible for:

- a. Representing UCML'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, IMLR;
- 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 UCML'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 UCML'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 UCML 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 UCML'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 A-Level 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 UCML'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 UCML's voice is heard, and with other campaigns (eg Speak to the Future), to ensure UCML'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 Facebook, Twitter, LinkedIn) for enhanced communications between UCML and external stakeholders.

**Hon Secretary**, responsible for:

- a. UCML's governance, including Constitution and Standing Orders;

- b. Liaison with UCML's project coordinator in respect of adherence to the constitution and standing orders, including elections to the Steering Group and wider Executive;
- c. Liaison with UCML's project coordinator in respect of servicing meetings of the Steering Group, wider Executive and General Council (plenary), and issues relating to UCML 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 UCML website and mailing lists;
- f. Promoting the benefits of membership to HE Institutions.

**Hon Treasurer**, responsible for:

- a. Accounting for UCML'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 UCML may wish to take on;
- d. Liaison with UCML's project coordinator in respect of the collection of membership fees;
- e. Liaison with UCML's bankers (currently NatWest).

## 2. The wider UCML 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

**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.

**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
- International Association for the Study of Irish Literatures

and also with the Scottish Studies Foundation

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

- British Association for Chinese Studies
- British Association for Japanese Studies
- Japan Foundation

**English Language Teaching**, responsible for liaison with

- BALEAP

- English UK

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

- Association for French Language Studies
- Association of the Study of Modern and Contemporary France
- Association of University Professors and Heads of French
- Society for French Studies
- Women in French Studies

**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)

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

- Association of Contemporary Iberian Studies
- Association of Hispanists
- Society for Latin American Studies
- Women in Spanish & Portuguese Studies

**Institution-wide Language Teaching**, responsible for liaison with

- Association of University Language Centres (AULC)
- Heads of Language Centres and IWLP operations in UK HEIs

The IWLTL 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

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

- Association for the Study of Modern Italy,
- Society for Italian Studies

**Language Teaching**, responsible for

- championing innovations and excellence in language teaching both on campus and in distance learning, both face-to-face and technology enhanced for degree pathway linguists and specialists in other disciplines
- liaison with heads of language teaching and learning / UG/PG programme directors in UK HEIs with responsibility for specialist language teaching provision

**Linguistics**, responsible for liaison with

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

**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
- Women in Spanish & Portuguese Studies
- TROPO

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

- BRISMES
- BATA
- 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)

**Translation & Interpreting**, responsible for liaison with

- Chartered Institute of Linguists,
- IATIS
- Institute of Translation and Interpreting,
- National Networks for Translation and Interpreting

**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
- 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 UCML Northern Ireland representative is also responsible for posting information on the Northern Ireland area of the UCML website.

**Scotland**, responsible for liaison with

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

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

**Wales**, responsible for liaison with

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

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

### [Early Career Academics](#)

**Early Career Academics**, responsible for:

- liaising between the Early Career Academic Special Interest Group and the UCML Executive Committee;
  - surveying ECA views and experiences;
  - posting information on the ECA area of the UCML website.
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## **ASSOCIATE MEMBERS**

The UCML will invite membership of any associations whose main purposes and interests are akin to those of the UCML. Members of the Executive Committee will take responsibility for ensuring that there is close communication between Associate Members and the UCML 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)