

# ULAB Constitution

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# 1 Names and Aims

1. The name of the organisation is the Undergraduate Linguistics Association of Britain, also abbreviated to ULAB, and hereafter referred to as ‘ULAB’ or ‘the Association’.
2. The word ‘Britain’ in ‘Undergraduate Linguistics Association of Britain’ refers to the United Kingdom of Great Britain and Northern Ireland where all conferences may be held, but members, Delegates and speakers can come from anywhere in the world. Hereafter, the term ‘United Kingdom’ (referring to the United Kingdom of Great Britain and Northern Ireland) shall be used.
3. The Association is structured as a collection of committees devoted to upholding their shared aims (see section 1 item 6). The National Committee (see section 3) acts to progress ULAB holistically and is the supervisory head of a group of Subcommittees (see section 4), which are focused on pursuing specific goals separately. Current Subcommittees include the Local Committee (see section 4.1), the Board of Institutional Representatives (see section 4.2), the Editorial Committee of Journal of the Undergraduate Linguistics Association of Britain (hereafter ‘the Journal’ or ‘JoULAB’; see section 4.3), and the Editorial Team of U-Lingua Magazine (hereafter ‘U-Lingua’ or ‘the Magazine’; see section 4.4).
4. ULAB considers ‘linguistics’ to be any area of the theoretical and applied study of language taught in universities and other institutions of tertiary education or research in the United Kingdom and considered by those institutions to be linguistics. ULAB considers a ‘linguistics student’ to be any student enrolled in any course of study or programme called ‘linguistics’ by their institution or in any other subject area if some of their research can be considered to involve linguistics, as well as any student with a demonstrable interest in and knowledge of linguistics (shown e.g. in a submitted abstract). Examples of other subject areas that may contain linguistics students include: ancient or modern foreign languages, English language, psychology, philosophy, mathematics, computer science, biology, cognitive science, and neuroscience.
5. Attendees to the Annual Conference (see section 5.1) that have paid for a ticket are hereafter referred to as ‘Delegates’.
6. The ULAB visual identity shall be a vowel quadrilateral with the four letters of ULAB inside. The mascot of ULAB is a humanoid vowel quadrilateral named Artie Q. Later, commonly referred to as Artie.
7. The aims of the Association are as follows:
  - To provide a forum for linguistics discussion among undergraduate and other students within and outside of the United Kingdom.
  - To showcase undergraduate research in linguistics, through the Annual Conference and Journal, along with any other initiatives.
  - To work in partnership with student linguistics societies, and other linguistics organisations, in order to facilitate connections between linguistics students around the United Kingdom, as well as the rest of the world.
  - To provide information and support for undergraduate linguistics students looking to pursue postgraduate studies and careers in linguistics and related disciplines.

# 2 Membership

1. Membership of ULAB is open to anyone who supports the aims of ULAB, as set out in section 1 item 6.
2. A Member may come from anywhere in the world: they do not need to be from the United Kingdom or be studying at an institution in the United Kingdom.
3. Membership expires on 1st September, at which point membership for the new academic year will be available for purchase.
4. It is up to the National Committee to decide on the price of membership for that academic year.

5. The benefits of membership must necessarily include free admission to the AGM and voting rights in it (regardless of whether the paying Member is a Delegate). Other benefits to membership shall be decided by the National Committee, and may include access to exclusive online events or discounted registration to the Annual Conference.
6. All Delegates at the Annual Conference are automatically Members of the Association.

### **3 The National Committee**

#### **3.1 Collective National Committee Responsibilities**

1. The National Committee consists of a group of student volunteers elected at the Annual General Meeting (see section 6.1). An individual on the National Committee is herein referred to by the term ‘National Committee Member’.
2. The National Committee is responsible for the overall running of ULAB, and acts as an advisory board to all other ULAB Subcommittees (defined in section 4). It is the responsibility of the National Committee as a whole to supervise the ULAB Subcommittees. If the majority of the National Committee feels that important matters are not being addressed appropriately by any ULAB Subcommittee, then it is the responsibility of the National Chair to contact and inform them.
3. All National Committee Members have the responsibility of ensuring that ULAB achieves its aims.
4. Official meetings of National Committee Members to discuss matters concerning the Association are herein designated by the term ‘National Committee Meetings’. The National Committee must hold National Committee Meetings online no fewer than once every two months, to ensure the smooth running of ULAB’s activities (see section 5), and to discuss further ways to fulfil ULAB’s aims. Some or all of these meetings may alternatively occur in-person, but only if it is affordable and feasible for all National Committee Members to travel to the chosen location.
5. All National Committee Members are obliged to attend committee meetings.
6. The National Committee shall debate matters arising during the course of the year in National Committee Meetings, or in a closed online forum, and with the members of ULAB Subcommittees if relevant. Any decisions for which a process is not made explicit in the Constitution made in the closed online forum are made by means of polls, requiring a simple majority. Such polls are closed and counted 24 hours after posting. It is the responsibility of all National Committee Members to check the forum on a regular basis. In the case of a tie, the National Chair shall have a casting vote.
7. There shall be a handover process between the National Committees of successive years. The outgoing Committee shall compile a document detailing all relevant information. This might possibly regard the Website, social media accounts, funding, official documents (including those in relation to the national ULAB bank account and finances), minutes, or key contacts in LAGB and any other relevant organisations. Each National Committee Member shall provide a paragraph detailing their activities in their role for the incoming committee. These paragraphs shall be compiled by the National Chair, and passed on to the incoming National Committee.

#### **3.2 Individual Responsibilities and Eligibility Restrictions of National Committee Members**

##### **3.2.1 National Chair**

1. The National Committee must include a National Chair.
2. The National Chair of ULAB is ultimately responsible for the conduct of the National Committee and all ULAB Subcommittees.
3. The National Chair oversees and directs all of ULAB’s activities, as outlined in section 5.
4. It is the responsibility of the National Chair to call and chair National Committee meetings.

5. The National Chair is responsible for chairing the Annual General Meeting (see section 6.1), and any Extraordinary General Meetings (see section 6.2) held during their term of office.
6. If the majority of the National Committee feels that a ULAB Subcommittee is not addressing important matters, or not addressing important matters appropriately, it is the responsibility of the National Chair to contact that Subcommittee and inform them, as per section 3.1 item 2.
7. Should the positions of National Secretary or National Treasurer be vacated during the course of the year, it is the duty of the National Chair to call an EGM, as per section 6.2 item 3. The National Chair is also responsible for calling an EGM if another position on the National Committee is vacated, unless the National Committee deems by a majority that filling the position is not necessary or not desirable.
8. The National Chair must be an undergraduate student at the time of their election, and must be studying at an institution in the United Kingdom.

### **3.2.2 National Vice Chair**

1. The National Vice Chair of ULAB is responsible for filling in for the National Chair in any event where the National Chair is temporarily unable to fulfil their duties.
2. If the National Chair requests, the National Vice Chair may take on any of the responsibilities of the National Chair as outlined in this document.
3. The National Vice Chair shall provide any needed support to the other National Committee Members in their roles.
4. Should the position of National Chair be vacated during the course of the year, the National Vice Chair shall step in to temporarily fill the position of National Chair and take on all of the responsibilities associated with that role until a new National Chair is elected at an EGM.
5. The National Vice Chair must be an undergraduate student at the time of their election, and must be studying at an institution in the United Kingdom.

### **3.2.3 National Secretary**

1. The National Committee must include a National Secretary.
2. The National Secretary of ULAB is responsible for all email correspondence of the National Committee. This includes ensuring regular communication of ULAB's activities with those who may be interested via a monthly email newsletter (herein the Newsletter), as well as direct communication with ULAB Members.
3. The National Secretary must ensure that the personal information of ULAB Members and those who subscribe to the Newsletter is stored in a way that is compliant with all relevant data protection laws applicable within the United Kingdom.
4. The National Secretary must keep accurate and detailed minutes for all National Committee meetings, and all General Meetings.
5. It is the duty of the National Secretary to call an EGM if the position of National Chair becomes vacated during the course of the year, as per section 6.2 item 3. It is also the duty of the National Secretary to call an EGM if they receive a petition to call an EGM from the ULAB Members, and the conditions described in section 6.2 item 2 are met.
6. The National Secretary must be an undergraduate student at the time of their election, and must be studying at an institution in the United Kingdom.

### **3.2.4 National Treasurer**

1. The National Committee must include a National Treasurer.
2. The National Treasurer of ULAB is responsible for managing the funds of the Association.
3. The National Treasurer has access to the ULAB bank account, and must approve all purchases that the Local Committee wish to make in relation to the conference.
4. The National Treasurer will work closely with the Accessibility Officer in order to apply for grants/other funding that will be used to cover accessibility needs of those attending ULAB events.
5. The National Treasurer must be an undergraduate student at the time of their election, and must be studying at an institution in the United Kingdom.

### **3.2.5 Archivist**

1. The Archivist is responsible for maintaining the ULAB Archives. Contents of the archives may include the presentation slides used by Delegates at the annual Conference, Proceedings papers published following the Conference, past issues of U-Lingua and JoULAB, the Constitution, lists of past Committee or Subcommittee members, and newsletters sent out by the Secretary.
2. Contents of the Archives should be accessible through the ULAB Website, which will require the Archivist to liaise with the Webmaster.
3. The Archivist is responsible for coordinating the publication of the Annual Conference Proceedings, as described in section 5.1.
4. The Archivist must be a student at a higher education institution in the United Kingdom at the time of their election.

### **3.2.6 Webmaster**

1. The Webmaster of ULAB is responsible for maintaining the ULAB Website, as described in section 5.4.
2. In addition to the Webmaster and National Chair, who must have access to an administrative account for the Website (see section 5.4 item 4), the Webmaster may at their discretion grant an account with content-editing privileges to any other National Committee Member or ULAB Subcommittee Member.
3. The Webmaster must, with the help of other members of the National and/or Local Committees if required, update the Website with the full schedule of the upcoming Conference before the start date of the Conference.
4. The Webmaster must work with the Journal Editor and the Magazine Editor-in-Chief to ensure the timely publication on the ULAB Website of new issues of JoULAB and U-Lingua, respectively.
5. The Webmaster works with the Online Events Coordinator to choose or create a suitable platform on which to host online Events (see section 5.5).
6. The Webmaster may also work with the Local Chair to choose or create a suitable platform to host the conference, if it is taking place online that year.
7. The Webmaster must agree on any financial costs entailed by the hosting of the Website or of Online Events with the National Treasurer.
8. The Webmaster must be a student at a higher education institution in the United Kingdom at the time of their election.

### **3.2.7 Social Media Coordinator**

1. The National Committee may include up to two Social Media Coordinators.
2. The Social Media Coordinators of ULAB are responsible for managing all of the Association's Social Media Pages.
3. The Social Media Coordinators handle the promotion of all of ULAB's activities. In some cases this may involve overseeing members of ULAB Subcommittees promoting their activities themselves.
4. The Social Media Coordinators must be students at higher education institutions in the United Kingdom at the time of their election.

### **3.2.8 Institutional Representative Coordinator**

1. The Institutional Representative Coordinator is responsible for leading the Board of Institutional Representatives described in section 4.2.
2. The Institutional Representative Coordinator calls and chairs all Institutional Representative meetings.
3. It is the responsibility of the Institutional Representative Coordinator to organise the admission of new members to the Board of Institutional Representatives over the course of the year, outside of the AGM, according to the processes described in section 4.2 item 6. This includes reaching out to institutions not currently represented on the Board of Institutional Representatives, to encourage students from that institution to join the Board.
4. The Institutional Representative Coordinator must be a student at a higher education institution in the United Kingdom at the time of their election.

### **3.2.9 Journal Editor**

1. The Editor of the Journal of the Undergraduate Linguistics Association of Britain (hereafter 'the Journal', or 'JoULAB') is responsible for ensuring the smooth operation of all aspects of the Journal (see section 5.2).
2. Immediately following their election, it is the responsibility of the Journal Editor to recruit a Journal Secretary, Journal Associate Editors, and a team of Copyeditors, as well as to fill any of the other positions on the JoULAB team if vacant, as described in section 4.3. The process used for these recruitments is up to the Journal Editor's discretion, but must comply with ULAB's policies (see section 7), and is subject to the approval of the National Chair.
3. The Journal Editor must be an undergraduate student at a higher education institution in the United Kingdom, who is not in their first year of undergraduate study and where linguistics comprises at least half of their degree programme, at the time of their election. If there are no candidates, only one candidate eligible under these criteria, or there is a two-thirds majority vote to re-open nominations, then nominations are re-opened and postgraduate students meeting the same criterion on the content of their degree may also run.
4. Elections for the position of Journal Editor shall take place once every two years. As such, each Journal Editor shall serve for a term of two years.

### **3.2.10 Magazine Editor-in-Chief**

1. The Editor-in-Chief of ULAB's quarterly magazine, U-Lingua, is responsible for ensuring the smooth operation of all aspects of the Magazine (see section 5.3).
2. In the months following their election, it is the responsibility of the Magazine Editor-in-Chief to recruit a team of Section Editors and an Editorial Designer for the Magazine, as described in section 5.3. The process used for these recruitments is up to the Magazine Editor-in-Chief's discretion, but must comply with ULAB policies (see section 7), and is subject to the approval of the National Chair.
3. The Magazine Editor-in-Chief must be a student at a higher education institution in the United Kingdom at the time of their election.

### **3.2.11 Events Coordinator**

1. The Events Coordinator of ULAB is responsible for organising online and in-person events for ULAB, as outlined in section 5.5.
2. The Events Coordinator works with the Webmaster to choose or create a suitable platform on which to host online Events.
3. The ULAB Annual Conference does not come under the remit of the Events Coordinator, though they may provide support if they wish, and if the Local Chair agrees.
4. The Events Coordinator must be a student at a higher education institution in the United Kingdom at the time of their election.

### **3.2.12 Opportunities Coordinator**

1. The Opportunities Coordinator of ULAB is responsible for finding and publicising opportunities for ULAB members that directly relate to linguistics.
2. Opportunities may include student conferences, summer schools, postgraduate study opportunities, part-time jobs for students, full-time graduate jobs, internships and work-experience opportunities that relate in some way to linguistics.
3. The Opportunities Coordinator shall also seek to create opportunities for linguistics students, for example through collaborating with professional organisations that carry out linguistics-related work to set up internships.
4. The Opportunities Coordinator must be a student at a higher education institution in the United Kingdom at the time of their election.

### **3.2.13 Accessibility Officer**

1. The Accessibility Officer of ULAB is responsible for ensuring that ULAB events are accessible to as many people as possible regardless of disability, and that the access requirements of all attendees are met. This includes ensuring that online events are held on platforms where captioning is available, providing alternative text for all ULAB social media publications, and assisting with other access needs such as (British) Sign Language interpretation.
2. The Accessibility Officer will champion accessibility throughout ULAB and will provide feedback on ULAB's initiatives where appropriate in regards to how they can be made more accessible, and will find solutions for how to achieve this.
3. The Accessibility Officer will work closely with the Treasurer to apply for grants and funding related to providing additional access measures for attendees of ULAB events, such as hiring a palantypist or (British) Sign Language interpreter.
4. The Accessibility Officer must be a student at a higher education institution in the United Kingdom at the time of their election. The role of Accessibility Coordinator will ideally, but not necessarily, be taken in addition to another role on the National Committee.

### **3.2.14 Local Chair**

1. The Local Chair is the person who proposes the successful host institution for the next Annual Conference.
2. At the AGM, the Local Chair is encouraged to run for another of the positions on the National Committee outlined above, though they are not permitted to run for National Chair. If, however, the Local Chair is unsuccessful in running for another National Committee position, or chooses not to run for one, then an extra position on the National Committee is created for the Local Chair.
3. The Local Chair is responsible for recruiting the rest of the Local Committee, according to the restrictions set out in section 4.2.1, and in line with ULAB's policies (see section 7).



4. The Local Chair is responsible for coordinating the rest of the Local Committee to ensure that the Annual Conference runs smoothly.
5. The Local Chair is responsible for ensuring good communication between the Local and National Committees in relation to the Annual Conference.
6. If the Local Chair is no longer able to fulfil their responsibilities as Local Chair and steps down or has their position revoked, the Local Vice Chair becomes Local Chair by default.

### **3.3 Breach of National Committee Responsibilities**

1. After missing two consecutive National Committee Meetings without informing the rest of the National Committee at least 24 hours beforehand, or subsequently providing the National Chair or Secretary with an excuse that constitutes special circumstances, National Committee Members are reminded by the National Chair or Secretary that they are constitutionally obliged to attend them. After the third consecutive unauthorised absence, an official warning will be issued to that National Committee Member by the National Chair or Secretary. After the fourth consecutive unauthorised absence, the National Committee may vote to revoke that person's position on the National Committee.
2. If a National Committee Member is deemed to not be performing their designated duties, as outlined in sections 3.1 and 3.2, they are given a friendly reminder of their constitutional duties by the National Chair or Secretary. If this does not resolve the issue, a formal warning will be given to that Committee Member by the National Chair or Secretary. If failure to perform designated duties persists, the National Committee may vote to revoke that person's position on the Committee.
3. If a National Committee Member is found to be in breach of the regulations outlined in this document not covered by items 1 and 2 of this section, regulations put in place by their institution, or the law of the United Kingdom, the National Committee may vote to revoke that person's position on the Committee.
4. All votes to revoke a person's position on the National Committee must be conducted as a secret ballot, and will require a two-thirds majority. The individual whose Committee Membership is in question is not permitted to vote.

## **4 Subcommittees**

1. Subcommittees are groups of volunteers who carry out a particular task or activity within ULAB.
2. ULAB shall include at least 4 Subcommittees: the Local Committee, Board of Institutional Representatives, JoULAB Committee and U-Lingua Committee, unless members for these Subcommittees cannot be found.
3. All Subcommittees are subject to the supervision of the National Committee. This supervision entails that the National Committee should act to advise and support all Subcommittees. A majority vote of the National Committee may overrule any decision any Subcommittee takes.
4. Each Subcommittee must be led by a Member of the National Committee, who will hereafter be referred to as the 'Subcommittee Chair'.
5. ULAB Members may hold positions on multiple ULAB Committees/Subcommittees at once.
6. There shall be a handover process between ULAB Subcommittees of successive years. Each outgoing Subcommittee shall compile a document detailing all relevant information. Each Subcommittee Member shall provide a paragraph detailing their activities in their role for the incoming committee. These paragraphs shall be compiled by the Subcommittee Chairs and passed on to the incoming Subcommittees. In the case of the Board of Institutional Representatives, the outgoing Institutional Representatives shall work together, with the support of the Institutional Representative Coordinator, to compile a single handover document for the incoming Board.

## 4.1 Local Committee

### 4.1.1 Formation of the Local Committee

1. The Host Institution for the conference will be decided at the AGM, by the processes described in section 6.1.3, and the Local Chair (who is the Subcommittee Chair for the Local Committee) shall be the person who presented that institution's application to host the conference.
2. Following the AGM, it is the responsibility of the Local Chair to recruit other Local Committee Members. The process by which the rest of the Local Committee is recruited is up to the Local Chair's discretion, but must comply with ULAB policies (see section 7), and is subject to the approval of the rest of the National Committee by majority vote.
3. There is no limit to the number of Local Committee Members, and thus the Local Chair should aim to ensure that there is a position on the Local Committee for everyone at the host institution who wishes to be involved with ULAB, within reason.
4. If there are other institutions that teach linguistics or a related subject within the same city as the host institution, the Local Chair may recruit Local Committee Members from those institutions as well as their own.
5. The Local Committee should be formed no later than two months after the start of the host institution's academic year.

### 4.1.2 Local Committee Positions and Responsibilities

1. The Local Committee is responsible for organising the Annual Conference, subject to the supervision of the National Committee. This includes all planning, publicity and communications for the conference, all liaising with the host institution, and day-to-day running the conference. No National Committee Member is constitutionally obligated to assist in these matters, though any Member of the Local Committee may petition the National Committee as a collective for assistance in extreme circumstances. In this instance, an EGM (see section 6.2) will be called to decide upon the correct course of action.
2. The Local Committee must include a Local Chair, whose responsibilities are outlined in section 3.2.14.
3. The Local Committee must include a Local Secretary, who is responsible for all email correspondence of the Local Committee, and for keeping accurate and detailed minutes for all Local Committee meetings. It is the responsibility of the Local Secretary, with the help of other members of the Local and National Committees, to contact the secretaries of all linguistics departments and related faculties in the United Kingdom and the committees of all student linguistics societies in the United Kingdom in order to advertise the conference. In addition, as many departments, faculties and societies in the rest of the world as possible should be contacted, as well as prominent academics and other relevant individuals and institutions.
4. The Local Committee must include a Local Treasurer, who is responsible for applying for funding to cover the costs of the Annual Conference and creating a budget for the Conference, which must be approved by the National Treasurer.
5. The Local Committee must include a Local Vice Chair, who automatically becomes the Local Chair if the Local Chair steps down or has their Committee Position revoked by a National Committee vote.
6. The Local Committee may optionally include named positions other than Chair, Secretary and Treasurer: following the AGM, the Local Chair, with guidance from the National Committee, should decide what other named positions on the Local Committee are required for that year, and outline the responsibilities of the holder of each position. A non-exhaustive list of potential Local Committee positions, and potential responsibilities for those positions, is included in Appendix A.
7. Following their recruitment, the Local Committee must hold committee meetings no fewer than once every month.
8. All Local Committee members are obliged to attend committee meetings.
9. The Local Committee is supervised by the National Committee, and in any dispute between or within the National Committee and the Local Committee, the decision of the majority of the National Committee is final. If there is a tie in the National Committee, the National Chair shall have a casting vote.

## 4.2 Board of Institutional Representatives

1. The Board of Institutional Representatives (hereafter 'IR Board') consists of student representatives from institutions around the United Kingdom and the rest of the world.
2. Each institution may have at most one representative on the IR Board.
3. The IR Board should be representative of as many institutions within the United Kingdom and across the world as possible.
4. Institutional Representatives must be either an undergraduate student or a master's student (taught or research) during their time on the Board.
5. The Institutional Representative Coordinator is the Subcommittee Chair of the IR Board.
6. Institutional Representatives are elected at the AGM according to the procedures in section 6.1.4.
7. If an institution does not have a representative on the IR Board after the AGM, students from that institution may apply to join the IR Board by writing an email (whose format is to be determined by the Institutional Representative Coordinator) to the Institutional Representative Coordinator explaining why they would like to be an Institutional Representative. The National Committee will then vote on whether the student should be admitted to the IR Board. Alternatively, if an EGM has been called for a different purpose, Institutional Representatives for unrepresented institutions may be elected there, by the same process as for the AGM, described in section 6.1.4.
8. Each Institutional Representative is responsible for promoting all of ULAB's activities at their institution.
9. Institutional Representatives must represent the interests of undergraduate students at their institution within ULAB.
10. Each Institutional Representative must organise at least one event at their institution, in order to promote ULAB. Possible events include, but are not limited to, an information session about ULAB, a ULAB-branded social event, or a ULAB-branded academic talk or talk series.
11. Leading up to the Annual Conference, Institutional Representatives shall encourage students from their institution to run for a position on the ULAB National Committee, or one of the ULAB Subcommittees at the upcoming AGM. This includes encouraging students to run for the position of Institutional Representative, to ensure that their institution continues to be represented within ULAB.

## 4.3 JoULAB Editorial Committee

1. The JoULAB Editorial Committee is responsible for the production and publication of the Journal of the Undergraduate Linguistics Association of Britain (JoULAB) as described in section 5.2. It consists of a day-to-day operations team (consisting of the Editor, the Head of the Board of Reviewers, Associate Editors, and the Secretary), a copyediting team (consisting of a Copyeditor and several Associate Copyeditors), and the Board of Reviewers. The responsibilities and eligibilities for each of these roles is described in the JoULAB Constitution (see section 5.2 item 6).
2. The Journal Editor is the Subcommittee Chair of the JoULAB Editorial Committee.
3. Further named positions on the JoULAB Editorial Committee may be added as the Journal Editor sees fit, subject to the approval of the National Chair.
4. The Journal Editor is responsible for recruiting all JoULAB Editorial Committee Members. The process by which the rest of the JoULAB Editorial Committee is recruited is up to the Journal Editor's discretion, but must comply with the regulations set out in the JoULAB Constitution (see section 5.2 item 6), ULAB policies (see section 7), and is subject to the approval of the National Chair.

#### 4.4 U-Lingua Editorial Team

1. The U-Lingua Editorial Team is responsible for the production and publication of U-Lingua, as described in section 5.3. It consists of an Editor-in-Chief, Section Editors, and an Editorial Designer. The responsibilities and eligibilities for each of these roles is described in the U-Lingua Organisational Handbook (see section 5.3 item 4).
2. The Magazine Editor-in-Chief is the Subcommittee Chair of the U-Lingua Editorial Team.
3. Further named positions on the U-Lingua Committee may be added as the Magazine Editor-in-Chief sees fit, subject to the approval of the National Chair.
4. The Magazine Editor-in-Chief is responsible for recruiting all U-Lingua Editorial Team Members. The process by which the rest of the U-Lingua Editorial Team is recruited is up to the Magazine Editor-in-Chief's discretion, but must comply with the regulations set out in the U-Lingua Organisational Handbook (see section 5.3 item 4) ULAB policies (see section 7), and is subject to the approval of the National Chair.

#### 4.5 The Formation of New Subcommittees

1. A new Subcommittee may be proposed by a National Committee Member, a Subcommittee Member, or a ULAB Member.
2. Any formal proposal for a new Subcommittee is instantiated by the accompaniment of a document detailing the aims and responsibilities of the proposed Subcommittee (including the name of a person who has agreed to the role of Subcommittee Chair).
3. The proposed Subcommittee must ensure its activities aspire to be consistent with the Association's aims (see section 1 item 6), not to overlap with any of the other Committees' or Subcommittees' activities, and to seem feasibly sustainable within the limitations of ULAB's capacities, especially for future years if long-term in scope.
4. Should a majority of the National Committee, including a majority of concurrent Subcommittee Chairs therein, vote that the proposed Subcommittee satisfactorily details its aims and responsibilities, and separately that the three criteria in section 4.5 item 3 are met (so two votes take place overall), then the Subcommittee may be deemed to have the Association's approval to operate under its guise. If the proposed Subcommittee Chair is not a concurrent National Committee Member, the National Chair shall call a vote (for the participation of all Members of the National Committee and all Subcommittees) to elect that person as a new National Committee Member. This vote requires a majority, and in the case of a tie, the National Chair has a casting vote.
5. The new Subcommittee Chair is responsible for recruiting the rest of the Subcommittee members. The process by which the rest of the Subcommittee is recruited is up to the Subcommittee Chair's discretion, but must comply with ULAB policies (see section 7), and is subject to the approval of the National Chair. If the National Chair is the Subcommittee Chair, then the recruitment process they choose is subject to the approval of the National Secretary.
6. The responsibilities of the members of the new Subcommittee will be decided by the Subcommittee Chair.

#### 4.6 Breach of Subcommittee Responsibilities

1. If a Subcommittee member is deemed to be neglecting their responsibilities as defined in sections 4.1-4.5, or if they are found to be in breach of the regulations outlined in this document, regulations put in place by their institution, or the law of the United Kingdom, the National Committee may vote to revoke that person's membership of the Subcommittee. This vote requires a two-thirds majority.
2. If an entire Subcommittee is deemed to be unsatisfactory (for example if it is not fulfilling its role within ULAB, or its output is no longer consistent with ULAB's aims) or, in the case of the Local Committee, if the host institution falls through for any reason, the National Committee has the power to dissolve the Subcommittee, cancel any preparations made by that Subcommittee and (if the Subcommittee has outstanding objectives which the National Committee deems should be maintained, and the National Committee cannot themselves

fulfill them) to appoint a new Subcommittee (and/or Host Institution, in the case of the Local Committee). This requires a majority vote from the National Committee, in which all National Committee members, including the Subcommittee Chair, are eligible to vote. In the case of the Local Committee, it is at the discretion of the National Committee as to whether the new host institution and/or Local Committee is chosen internally, or whether an Extraordinary General Meeting is called to elect one.

## 5 Activities

### 5.1 The Annual Conference and Proceedings

1. ULAB shall hold an Annual Conference for undergraduate linguistics students each year in the United Kingdom, unless no one can be found to host or organise it.
2. If it is not possible to hold an in-person conference, for example if it is not legal, deemed unsafe, or not feasible for another reason, the National and Local Committees may vote to hold the Annual Conference online. This vote requires an overall majority of both Committees combined. If there is a tie, the National Chair shall exercise a casting vote.
3. The Conference shall be held each year in March, April, or May; the precise date is to be decided by the Local Committee in consultation with the IR Board and subject to the approval of the National Committee. The National and Local Committees may vote to change the time of year of the Annual Conference. This vote requires an overall two-thirds majority of both Committees combined. If there is a tie, the National Chair shall exercise a casting vote.
4. The main aim of the Annual Conference is to give undergraduate linguistics students an opportunity to present their work in the form of a short presentation or a poster in a friendly and supportive environment where they can receive the feedback and advice of their peers.
5. Anyone shall be eligible to submit an abstract and present their work at the Annual Conference so long as their work:
  - (a) falls within the field of linguistics, or associated fields as defined in section 1 item 4;
  - (b) is of sufficiently high academic standard, as determined by the reviewers in consultation with the National and Local Chairs, and;
  - (c) was carried out (or the bulk of it was carried out) when they were an undergraduate student of linguistics or a related discipline, and so long as their undergraduate studies were completed no more than three years prior to submitting the abstract.

Any unclear cases shall be admitted or rejected at the discretion of the National Chair, whose decision is final.

6. The aim should be to accommodate as many presentations at the Annual Conference as possible, subject to the upholding of academic standards.
7. Ample opportunity must be given at the Annual Conference for socialising in less formal environments.
8. At each Annual Conference, at least one plenary speaker who is a respected professional linguist shall be invited to give a lecture. Plenary speakers have all the rights of Delegates but do not have to pay the registration fee.
9. The dates of the Annual Conference should be decided and the venue secured at least six months before the conference, preferably even earlier, and the call for abstracts sent out at this time, where possible.
10. The deadline for the submission of abstracts to the Annual Conference shall be no later than two months before the conference in order to give adequate time for reviewing the abstracts, where possible.
11. The abstracts submitted to the Annual Conference shall be reviewed anonymously by postgraduate students and/or professional academic reviewers. The details of this process are to be determined by the Local Committee, subject to the approval of the National Committee.

12. The timescale for the organisation of the Annual Conference can be altered only in case of necessity at the discretion of the National Committee.
13. In the case of an in-person Annual Conference, it is the responsibility of the Local Committee to let Delegates and potential Delegates know in plenty of time about suggested travel and accommodation arrangements, and other relevant practical information regarding the conference and the host city, town or area, and to ensure such information is displayed accessibly in multiple forums and media, including emails, the ULAB Website, social media and posters.
14. The schedule of the Annual Conference shall be distributed to registered Delegates and other interested parties as early as is practicable, but no later than two weeks before its start date to ensure Delegates can organise to attend with sufficient notice.
15. The Local Committee shall ensure that online facilities for registering, submitting abstracts, and paying the registration fee are clear, adequate, functional and well advertised, and that proper and secure records are kept of registrations, abstracts and payments before, during, and after the Annual Conference.
16. Abstracts submitted to the Annual Conference shall be a maximum of 500 words (excluding references) and slots for full talks shall be 15-20 minutes (excluding question time).
17. The registration fee for the Annual Conference shall be determined by the Local Committee subject to the agreement of the National Committee. An 'early bird' fee may be offered before a certain date in order to encourage registration and attendance. The fee shall be sufficient to cover costs of the conference and if possible allow for future investment, however the priority should be to keep it as low as possible in order to make the opportunity affordable for as many students as possible.
18. Proceedings shall be published in the months following the Annual Conference.
19. It is up to the discretion of the Archivist, and subject to the approval of the rest of the National Committee, to determine the criteria for inclusion in the Proceedings.
20. Participation by presenters in any publication produced by ULAB, including the Proceedings, shall be entirely voluntary.

## **5.2 The Journal of the Undergraduate Linguistics Association of Britain**

1. The Association shall aim to publish at least two issues of an academic journal every 12 months.
2. The name of the academic journal is the Journal of the Undergraduate Linguistics Association of Britain and will hereafter be referred to as 'JoULAB' or 'the Journal'.
3. The main aim of the Journal is to showcase the best undergraduate research in linguistics.
4. Anyone shall be eligible to submit their work and have it published in the Journal so long as their work:
  - (a) falls within the field of linguistics as defined in section 1 item 4;
  - (b) is of sufficiently high academic standard, as determined by the reviewers;
  - (c) was carried out (or the bulk of it was carried out) when they were an undergraduate student of linguistics or a related discipline, and so long as their undergraduate studies were completed no more than three years prior to submitting the abstract;
  - (d) and has not been published elsewhere, including in the ULAB Annual Conference Proceedings.

Any unclear cases shall be admitted or rejected at the discretion of the Journal Editor, whose decision is final.

5. The level of academic standard required for publication in the Journal is not the same as that for the ULAB Annual Conference, and thus acceptance to the Conference does not imply possible acceptance for publication in the Journal, or vice versa.
6. JoULAB shall have its own Constitution, which shall contain full details of the Journal's operational policies and organisational structure. The upkeep of the JoULAB Constitution is the responsibility of the JoULAB Editorial Committee, and it may only be altered with a majority vote in which all Editorial Committee Members, excluding the Members of the Board of Reviewers, are permitted to vote.

### 5.3 U-Lingua

1. U-Lingua is the name of ULAB's magazine.
2. The Association shall aim to publish quarterly issues of U-Lingua.
3. The Magazine should assist in fulfilling some of ULAB's aims, namely to showcase undergraduate research in linguistics (in this case in a less formal way than a conference presentation or journal article), and to provide information and support for undergraduate linguistics students looking to pursue postgraduate studies and careers in linguistics and related disciplines.
4. Details of U-Lingua's operational policies and organisational structure shall be maintained in an Organisational Handbook. The upkeep of the U-Lingua Organisational Handbook is the responsibility of the U-Lingua Editorial Team. Its purpose is to guide the Magazine throughout its production over the year and to ensure a smooth handover between successive Teams. It may only be altered with a majority vote in which all Editorial Team Members are permitted to vote.

### 5.4 Website

1. The Association shall maintain a Website, herein designated the ULAB Website.
2. The ULAB Website shall be accessible under the domain name 'ulab.org.uk'. In the event that this is no longer feasible, a new domain name may be agreed upon by a majority vote of the National Committee.
3. The ULAB Website shall make available the Constitution, archival content under the guidance of the Archivist, lists of the current National Committee and ULAB Subcommittee Members, published issues of JoULAB and U-Lingua, and contact information for the National Committee and for each ULAB Subcommittee, as well as any other content deemed appropriate by the National Committee.
4. The Webmaster and the National Chair must have administrative access to the ULAB Website.

### 5.5 Events

1. The term 'Events' here refers to all social or academic events organised by the National Committee or any Subcommittee of the Association, with the approval of the Events Coordinator, outside the Annual Conference's schedule.
2. The Association shall aim to host at least one online Event every month, with the exception of the month in which the Annual Conference takes place.
3. The Association may additionally host in-person Events, if the Events Coordinator wishes, subject to the agreement of the National Chair. These should be held in the United Kingdom, and ideally in a place which has good transport links with the rest of the United Kingdom.
4. Over the course of the year, there shall be a balance of online academic Events and online social Events.
5. Some online academic Events shall aim to help students learn more about a specific area of linguistics, or learn a skill that is relevant to linguistics or to their studies more broadly. Other online academic Events shall help to fulfill ULAB's aim of providing information and support for undergraduate linguistics students looking to pursue postgraduate studies and careers in linguistics and related disciplines.
6. Online social Events should help to fulfil ULAB's aims of providing a forum for linguistics discussion among undergraduate and other students within and outside of the United Kingdom, and of facilitating connections between linguistics students around the United Kingdom and the rest of the world.

### 5.6 Other Activities

1. The National Committee may additionally decide to undertake activities not mentioned here as long as they are consistent with ULAB's aims, and the majority of the National Committee is in agreement.
2. A new Subcommittee may be formed to assist with such an activity, as per section 4.5.

## 6 General Meetings

### 6.1 The Annual General Meeting

1. The ULAB Annual General Meeting (hereafter 'AGM') shall be held at the end of the Annual Conference.
2. If no Annual Conference is held that year, the National Committee must choose a location for the AGM, which may be online, and the AGM must take place within one month of the anniversary of the National Committee's election.
3. All Delegates at the conference who are present at the AGM have the right to vote in the AGM, as well as all people who otherwise hold membership to ULAB and are present at the AGM.
4. At the AGM, the new National Committee must be elected and the next venue for the Annual Conference should be chosen, ULAB Members present may raise any issues they wish to be discussed or voted on, and any amendments to the Constitution may be proposed and voted on. All National Committee and Institutional Representative positions shall be put up for election each year, with the exception of the position of Journal Editor, which shall be put up for election every two years.
5. All ULAB Members present at the General Meeting (either physically or via video call) studying at a higher education institution have the right to stand for election to the committee, subject to the restrictions for specific committee positions outlined in section 3.2.
6. The quorum for the AGM is 10. The Meeting remains quorate even if some of the ULAB Members present are outside the room for the purposes of a vote.
7. If a quorum cannot be found, the outgoing National Committee shall elect the new National Committee within one month of the conference, or if there has been no conference, within one month of the anniversary of their own election. In this case, prospective National Committee members and Institutional Representatives will be asked to write an email to the National Committee in which they briefly introduce themselves, state their institution, course and year or stage of study, and explain why they are a good candidate. The outgoing National Committee, Local Committee and IR Board will then vote on these candidates for the new National Committee and IR Board. Similarly, students wishing to host the following year's Annual Conference will be asked to submit their bid to host in written form, and the outgoing National Committee, Local Committee and Institutional Representative Board will vote for the best hosting institution. These votes will take place on a closed online forum, and the votes will be closed and counted 24 hours after posting. No amendments to the Constitution can be made that year, unless an EGM is held, in which there is a quorum.
8. The AGM shall be chaired by the National Chair, or if they are not present, by the National Secretary, National Treasurer, Local Chair, Local Secretary, or Local Treasurer, in that order. The chair of the meeting shall have a vote in all decisions made and a casting vote in case of a tie.
9. The agenda of the AGM shall be structured as follows:
  - (a) Opening of the meeting by the chair
  - (b) Annual Report from the National Chair
  - (c) Financial Report from the National and Local Treasurers
  - (d) Amendments to the constitution
  - (e) Resolutions
  - (f) Proposals for and election of the next host institution
  - (g) Election of the National Committee, in the order that the positions are listed in the constitution
  - (h) Election of Institutional Representatives
  - (i) Close of the meeting by the meeting chair and the newly-elected National Chair



### **6.1.1 Voting Procedure**

1. For all Committee Position elections, there may be a brief debate on the candidates after all candidates for that position have introduced themselves, and before the vote. Each candidate for that election must leave the room during the vote and any debate. This is not required for Institutional Representative elections if there is only one candidate from that institution. In the case of the election of the Conference Host Institution, there may be a debate after all potential host institutions have been proposed, and the proposers are required to leave the room during this debate and the vote.
2. For all elections at the AGM, voteable candidates must include a Re-Open Nominations option (hereafter 'RON'). If for any election the majority of the ULAB Members present vote RON, nominations are automatically reopened. In this case, no candidate who had run initially can run again.
3. At an in-person AGM, all votes shall be secret ballots by show of hands: ULAB Members present will be asked to close their eyes whilst voting. If there is a disagreement about the numbers, a second vote and recount may be requested, and will be counted by another National Committee Member.
4. If the AGM is online, voting must be anonymous and may take place on any platform that the National Committee deems suitable.
5. Votes shall be counted by the meeting chair, unless they are standing in the election, in which case the votes for that particular election will be counted by another National Committee Member.
6. If there are at least two candidates in any election, the candidate with the most votes shall win; if there is a tie, the vote shall be reheld and candidates may give new speeches. If a second tie ensues, the chair shall have a casting vote.
7. If for any election less than 50% of the present eligible voters cast a vote, the nominations are re-opened automatically, and the process repeated.

### **6.1.2 Constitutional Amendments and Resolutions**

1. Resolutions can be on a matter of policy or a specific initiative. They do not alter the Constitution, but bind the ULAB Committees to pursue and fulfil them as far as possible in the ensuing year.
2. Proposed amendments to the Constitution and resolutions should by preference be submitted to the meeting chair before the meeting and put on a written agenda. However, amendments and resolutions can be proposed and voted on at any time during the course of the meeting as the need arises, subject to the discretion of the meeting chair.
3. Amendments to the Constitution can be proposed and passed only at General Meetings (the Annual General Meeting or any Extraordinary General Meetings) and require a majority vote to pass.
4. Resolutions can be proposed and passed at General Meetings, or by the National Committee at Committee Meetings at any point in the year. In both cases the proposed resolutions require a majority vote to pass.

### **6.1.3 Election of Conference Host Institution**

1. The proposer of each potential Host Institution shall have a maximum of five minutes to give a brief oral presentation explaining the benefits of that institution and the commitment, enthusiasm, and capabilities of its undergraduate linguistics student body.
2. All proposers of Host Institutions must be either undergraduate or postgraduate students, studying at institutions within the United Kingdom, as the proposer of the successful Host Institution is given the position of Local Chair.
3. If there is more than one candidate for host institution, the presentations shall go in alphabetical order by institution name.
4. The proposer of the host institution must be present at the meeting or able to give their presentation via video call; institutions cannot be represented in absentia.

5. ULAB Members present may vote for any institution, including their own, as they see fit.
6. An institution may not host the Annual Conference again within three years of hosting it the last time; if an institution hosts the ULAB Annual Conference in Year N, it will first be allowed to bid in Year N+3, to host it again in Year N+4. If there are no candidates, 50% of the eligible voters present do not vote, or there is a two-thirds majority vote to Re-Open Nominations, then nominations are reopened and the minimum year stipulation is reduced by one year. This is done iteratively until a host institution is found.

#### **6.1.4 Committee Elections**

1. Members of the National Committee and Institutional Representatives shall be elected at the AGM. All positions on the National Committee and IR Board shall be put up for election each year.
2. National Committee positions will be elected in the order in which they appear in section 3.2 (with the exception of Local Chair). Institutional Representative elections will follow, in alphabetical order by name of institution.
3. All candidates for Committee positions shall be nominated by a ULAB Member present (including themselves) and seconded by another ULAB Member present. There is no limit to the number of candidates one ULAB Member can nominate or second.
4. Each candidate for a National Committee position must give a speech of no longer than 2 minutes in which they briefly introduce themselves, state their institution, course and year or stage of study, and explain why they are a good candidate. For each position, these speeches will go in alphabetical order by name of candidate.
5. In the interest of saving time at the AGM, candidates for Institutional Representative positions who are present at the meeting are not required to give speeches if they are the only candidate from their institution.
6. Candidates for National Committee positions must be present at the meeting or able to give their presentation via video call to be eligible to stand for election. Institutional Representatives may be elected in absentia if they have attended part of the conference or otherwise hold membership of ULAB, if they fulfil the necessary criteria, and if they submit a statement in writing before the meeting outlining their candidacy.
7. Each National Committee position shall be elected by the processes outlined in section 6.1.1.
8. After the election of the positions outlined in section 3.2, ULAB Members present at the AGM will have an opportunity to propose having other named positions on the National Committee, for example to help in fulfilling a new resolution. An open debate can ensue, which the chair oversees, to assess the relevance and importance of a potential new position's inclusion. Subsequently, if the majority of ULAB Members present vote to have any such positions, the necessary elections shall proceed. Following the AGM, it is the newly-elected National Committee's responsibility to decide on the responsibilities associated with these roles.
9. The new ULAB Committee takes power immediately upon the close of the AGM.

#### **6.2 Extraordinary General Meetings**

1. The National Chair of ULAB, or the National Committee by majority vote, may call an Extraordinary General Meeting (hereafter 'EGM') for matters arising in the course of the year which require consideration by members.
2. ULAB Members have the right to petition the National Secretary to call an EGM. In order to do this they must present the National Secretary with a document which states the reason for wanting to call an EGM and which contains signatures from at least 20% of all non-committee ULAB Members. If these requirements are fulfilled it is the National Secretary's duty to call an EGM.
3. In the event of either of the positions of Secretary, or Treasurer becoming vacant on the National Committee, the National Chair shall call an EGM to elect a replacement. If the National Chair's position is vacated, the National Secretary shall call the EGM. Other vacancies on the National Committee shall similarly trigger an EGM, unless the National Committee judges that filling them is not necessary or not desirable.

4. It is the responsibility of the National Secretary to ensure that ULAB members are given at least 14 days written notice of the EGM, and the elections that will be taking place at the EGM.
5. All ULAB Members have the right to vote in the EGM, provided they are present at the meeting, and all student Members of ULAB studying at a higher education institution have the right to stand for election to the Committee, subject to the restrictions for specific committee positions outlined in section 3.2.
6. The quorum for the EGM is 10. The meeting as a whole remains quorate even if some of the ULAB Members present are outside of the room for the purposes of a vote. If a quorum cannot be found, the EGM must be cancelled and a new EGM scheduled, which must take place at least 14 days after the cancelled EGM was scheduled to take place.
7. The EGM shall be chaired by the National Chair, or if they are not present, by the National Secretary, National Treasurer, Local Chair, Archivist, Webmaster, then Institutional Representative Coordinator, in that order. The chair of the meeting shall have a vote in all decisions made and a casting vote in case of a tie.
8. The agenda of the EGM will be structured according to the purpose of the EGM, by the chair of the meeting.
9. The voting procedure for EGMs is the same as that for the AGM, as outlined in section 6.1.1.
10. EGMs are subject to the same regulations as the AGM regarding constitutional amendments and resolutions, election of the conference host institution and committee elections as defined in sections 6.1.2, 6.1.3 and 6.1.4 respectively.

## 7 Other Policies

1. The ULAB Committee shall actively promote social justice and equality within ULAB and ensure the association is inclusive of and accessible to all. ULAB condemns and prohibits any and all discrimination on arbitrary and irrelevant grounds including but not limited to age, sex or gender identity, race, ethnicity and national identity, religion, disability, political opinions, sexual orientation, and class including first generation students.
2. ULAB strives to make all events accessible regardless of disability.
3. ULAB will comply with all relevant data protection legislation, all rules and bye-laws of host institutions, and the law of the United Kingdom.
4. ULAB upholds the spirit of free and open academic enquiry and exchange of ideas and condemns all forms of plagiarism.
5. ULAB shall not affiliate with or support any political opinion, party, or group, apart from independent campaigns which pertain directly to linguistics and the interests of linguistics students.
6. ULAB shall support and keep in contact with local student linguistics societies throughout the United Kingdom and beyond, and encourage their formation. Societies shall be able to affiliate with ULAB.
7. As ULAB's primary responsibility is to undergraduates, priority shall be given to undergraduates in the recruitment process for any unelected Subcommittee position that is deemed appropriate for undergraduates.
8. At least two individuals must be involved in the recruitment process for any unelected Subcommittee position, to ensure that ULAB's Policies are being upheld in recruitment. One must be the Subcommittee Chair, and the other either the National Chair or the National Secretary, in accordance with that particular Subcommittee's requirements (see section 4).

## 8 Dissolution

1. The Association may be dissolved only by a three-quarters majority vote at the AGM.
2. Any assets or funds remaining after debts have been paid shall be distributed equally to the local student linguistics societies represented by the Institutional Representatives and National Committee Members at the time of dissolution.

## 9 Appendices

### 9.1 Appendix A: Non-exhaustive List of Possible Local Committee Positions

<b>Role Title</b>	<b>Responsibilities</b>
Vice Chair	To fill in if the Chair is absent or unavailable, and to assist them with their role.
Vice Secretary	To fill in if the Secretary is absent or unavailable, and to assist them with their role.
Vice Treasurer	To fill in if the Treasurer is absent or unavailable, and to assist them with their role.
Social Secretary	To organise socials for the evenings.
Publicist	To post social media updates pertaining to the conference.
Merchandise Coordinator	To coordinate the production and assembly of merchandise.
Workshop and Panel Organiser	To organise workshops and panels for the conference.
Technician	To assist with technical aspects of the conference.