



General and Supplemental Policies

These policies have been established by authority of the UFLA By-Laws (Art. IV-3, Art. V-1) and they can be changed at any time by a majority vote of the UFLA Executive Board. In this document, the terms UFLA Executive Board, UFLA Board and Board or board are used interchangeably.

I. MISSION AND MEMBERSHIP

1. Mission Statement

The UFLA exists to stimulate the interest of all people everywhere in the learning and preserving of skills in foreign languages, and all languages other than English, and to foster discussion and the interchange of ideas relative to the duties, responsibilities, and problems of teachers and students engaged in the study of foreign languages in order to aid and promote the advancement and mutual understanding of teachers and students.

2. Membership

- A. Association membership is granted to any individual upon payment of \$25 Annual Dues.
- B. The academic year is used for this purpose; that is, July 1 – June 30.
- C. Current membership is required of members of the Executive Board or any candidate for a UFLA election. Nominees for UFLA Teacher of the Year or other awards must express willingness to maintain membership throughout the year of their award.

II. MEMBERS OF THE BOARD

- 1. As outlined in the Bylaws, the elected officers are the President, the Past President, the President Elect, and the Secretary.
- 2. The Executive Secretary/Treasurer is appointed by the Board for a three-year renewable term and will be paid a stipend of \$600 per year, beginning at the time of appointment yet generally payable each December. At any time, at least one Board member, in addition to the Executive Secretary/Treasurer, shall have access to banking records and authority to write and sign checks or other financial instruments (Bylaws Art IV-5).

3. All members of the board have the right to vote; any members who receive compensation from the Board, directly or indirectly, may not vote on matters related to that compensation (Bylaws Art. IV-6, Conflict of Interest Policy, Art. V).

Outside of a regular meeting, the UFLA Board may make any decision through email or online when the following criteria are met:

- A. The President (or a Board member acting on the President's behalf) entertains a motion made by a Board member and seconded by another member.
 - B. The President allows for discussion, calls the vote, and specifies a time at which voting will close. The time allowed for discussion and voting will each be at least one full business day.
 - C. As in a live meeting, a quorum will be made of at least six voting members.
4. The World Languages Specialist from the Utah State Board of Education is invited to be a member of the UFLA Executive Board or to name another individual to represent the interests of the USBE.
 5. The UFLA Executive Board will appoint the UFLA Recorder/Historian to a three-year term. To be eligible for the appointment, a candidate shall have been a member of UFLA Executive Board for at least one year. The Historian will keep organized copies of all agendas, reports, minutes, programs and other records, either in printed form or electronically, but preferably both.

Once each year, the Historian will present a record of documents to the University of Utah Library Special Collections so that they may be added to the UFLA Archive.

The Historian will make sure that at the end of his or her term, all records are transferred to a successor.

The UFLA Historian may also make efforts to gather data about the past of the organization and document its ongoing activities.
 6. The UFLA Newsletter Editor will be a member of the UFLA Executive Board, appointed by the Board for a three-year renewable term and will be paid a stipend of \$600 per year, beginning at the time of appointment yet generally payable each December.
 7. The president or leader of any language-specific teachers' organization in Utah (such as the AATF, AATG, AATSP, etc.) is invited to be a member of the UFLA Executive Board, or to name another member of that association to represent its interests, for as long as his or her term lasts with the language organization. The following organizations are invited and encouraged to send representation to the UFLA Executive Board:

- American Association of Teachers of French
- American Association of Teachers of German
- American Association of Teachers of Spanish and Portuguese
- Dual Language Immersion Group
- Utah Association of Teachers of Japanese
- Russian Teachers' Association
- Utah Arabic Teachers Association
- Utah ASL Teachers Association
- Utah Association of Chinese-language Teachers
- Utah Classics Association

8. Each college or university in the state that has a program for teacher education in foreign languages may have a representative on the board. When an opening occurs, the UFLA Executive Board will nominate a successor. The UFLA President will then approach the nominee and ask him or her to serve on the Board. In the event that the UFLA Executive Board is unable to recommend a nominee the UFLA President may ask the Dean, or Division Chair, or Department Chair, who oversees foreign languages at the college or university to solicit, recommend or appoint a faculty member or instructor to represent that institution on the UFLA Executive Board. College representatives will serve an indefinite term, at the discretion of the Board. Utah teacher training institutions are:
 - Brigham Young University
 - Dixie State University
 - Southern Utah University
 - University of Utah
 - Utah State University
 - Utah Valley University
 - Weber State University
9. The Utah or UFLA representative on the SWCOLT Board of Directors will serve as a member of the UFLA Executive Board for as long as his or her term lasts with SWCOLT.
10. The two Utah or UFLA representatives on the ACTFL Delegate Assembly will serve as delegates and as members of the UFLA Executive Board for as long as their terms last with ACTFL.

III. REPRESENTATION AT ACTFL AND SWCOLT

1. When the Utah representative's term on the SWCOLT Board is complete, the UFLA Executive Board will appoint a person to represent the state of Utah and UFLA on the SWCOLT Board. This person must be or become a member of UFLA and agree to participate in regular Board meetings throughout their term.
2. The UFLA Executive Board will appoint two delegates to represent the state of Utah and UFLA on the ACTFL Delegate Assembly. Both delegates must be or become members of UFLA at the time of appointment and maintain their membership throughout their terms. One delegate will be chosen to represent K12 Teachers while the other will represent Higher Education. When the Utah representatives' terms on the ACTFL Delegate Assembly are complete, the UFLA Executive Board will appoint replacements, who must be or become members of UFLA.

IV. TRAVEL AND REIMBURSEMENT

1. Travel

The Association will be represented by officers or members at regional and national conferences as indicated below:

UFLA Position	SWCOLT	ACTFL
A. President The UFLA President may attend either SWCOLT or ACTFL while in office.	✓	✓
B. President Elect The UFLA President Elect may attend either SWCOLT or ACTFL while in office.	✓	✓
C. Past President The UFLA Past President may attend either SWCOLT or ACTFL while in office or within three months of the end of his or her term.	✓	✓
D. ACTFL Delegates ACTFL Delegates are expected to attend the ACTFL Delegate Assembly and the ACTFL Conference.		✓
E. SWCOLT Utah Representative The SWCOLT Representative on the Board should attend SWCOLT conferences and board meetings while he or she is on the SWCOLT Board of Directors.	✓	
F. Utah Teacher of the Year When more than one teacher is selected as Utah Teacher of the Year (e.g., from DLI, Secondary or Higher Education, etc.) the Board will select one to represent Utah as a nominee for SWCOLT Teacher of the Year.	✓	
G. Best of Utah The teacher awarded Best of UFLA will attend the annual meeting of SWCOLT and present the Best of UFLA session there. If the Best of UFLA session is moderated by more than one teacher, UFLA will pay an amount equivalent of that necessary to send one teacher only.	✓	

In addition, when UFLA sponsors a workshop or conference that is not within commuting distance (about 50 miles) from Salt Lake City, at least three board members should be present. If these are not local to the workshop or conference, UFLA will reimburse travel for up to three board members.

2. Reimbursement

UFLA will reimburse approved expenses as specified in policy or as approved by the Board. Assuming that other funding (from schools, districts, departments, etc.) will be applied first, UFLA will pay all remaining reasonable and customary costs for travel, food and lodging for the travel listed above

Exceptions to these reimbursement guidelines and rates must be made specifically in each case by a majority vote of the elected officers on the UFLA Board (President, President-Elect, Past President and Secretary). Ties will be broken by the UFLA Executive Secretary. No officer may vote in any case where the outcome affects his or her own travel.

For payment, a completed **UFLA Reimbursement Form**, with copies of receipts, should be submitted to the Executive Secretary/Treasurer. The Reimbursement Form may be submitted as soon as funds have been expended and multiple forms, reflecting different expenses, may be submitted for the same trip or purpose. All requests for reimbursement must be completed within six months of the last day of travel or expenditure or the end of the calendar year (Dec. 31), whichever is later.

With the exception of *per diem*, UFLA will only reimburse actual and documented expenses.

Registration:

Travelers will be reimbursed for the basic registration fee for a conference they attend. Additional expenses, such as workshops or training, should be approved the elected officers of the Board. Meals included as part of the registration fee or otherwise charged by a conference organization should be included in *per diem* expenses (see below).

Airfare:

UFLA will pay for the equivalent cost to round trip coach fares on regularly scheduled commercial flights. If the traveler makes additional stops, the entire amount might not be reimbursed. Travelers are encouraged to make reservations in a timely manner so as to avoid high last-minute fares.

Lodging:

Travelers are encouraged to stay in an official conference hotel (for SWCOLT, ACTFL, etc.) or a similar hotel. UFLA will generally not pay more than the “conference” rate for a room. Extra charges, such as pay-per-view movies, use of a mini-bar, room service, etc., will not be reimbursed (or must be included as *per diem* expenses). UFLA will reimburse for all hotel nights necessary for attendance at a conference or completion of a UFLA function; extra nights will not be reimbursed.

Ground Travel:

Car: Travelers who use their own automobile will be reimbursed at the Federal rate of 54¢ per mile. Mileage should be calculated with a map application (such as Google Maps) or with odometer readings.

Shuttle: Travelers should use a Shuttle or Uber or some other economical alternative to travel from airport to hotel and back. If traveling alone, a taxi may not be an appropriate option.

Rental car: Under normal circumstances, UFLA will not reimburse for the cost of a rental car. Exceptions may be made by the elected officers of the Board.

Parking: UFLA will reimburse parking costs for the Economy Lot at the SLC International Airport for a maximum of 7 days. Longer trips must use a Shuttle or other ground transportation to the Airport.

Per Diem:

Travelers may declare a *per diem* reimbursement up to the **Federal Per Diem Rate** for the area which they have visited; travel beginning after 12:00 noon or ending before 12:00 noon, should be counted as half day.

When the *per diem* is requested, no receipts for covered expenses are necessary.

Travelers may prefer to submit receipts for reimbursement of actual expenses (for food, tips, local travel, phone, other incidentals) they may, but the amount reimbursed will be capped at the *per diem* equivalent.

The **Federal Per Diem Rates** can be found here: <https://www.gsa.gov/portal/content/104877>.

Click on the state to which travel will be done. In the table that opens, find the appropriate city or area. The *per diem* for Meals and Incidental Expenses (**M&IE**) is in the far-right column; this is the maximum amount UFLA will reimburse for the day.

V. AFFILIATED LANGUAGE ORGANIZATIONS

1. Once each year, any of the language associations listed in Section I may receive \$200 plus \$2 for every member of UFLA that teaches the association's language AFTER that association has had its first activity each calendar year. This activity must be open to all UFLA members who teach the language of the association. Payment will be made when the Executive Secretary/Treasurer receives a written request with a brief description of the activity, including the date it was held and the number of teachers in attendance. Payments will not be made for previous years. (An AAT Support Form is available on the website).
2. UFLA will pay for ASL interpretation, when necessary, at regularly organized meetings of the Board.

VI. BOARD MEETINGS

1. The UFLA Executive Board meets on the first or second Thursday of each month from September through May, as determined by the President.
2. The Board meets at a restaurant for its last meeting of the academic year, usually in May. UFLA will pay reasonable costs for the dinner of each board member and guests of the UFLA Board present for these dinner meetings. The guests of individual Board members will not be reimbursed.

VII. THE ANNUAL MEETING / CONFERENCE

1. The Annual Meeting or Conference of the Utah Foreign Language Association will be held in February each year. In those years when SWCOLT or ACTFL are meeting in Utah, the UFLA Annual Meeting may be cancelled or merged with theirs.

Experience has shown that meetings are best held on a Tuesday, Wednesday or Thursday. Friday meetings have been less successful due mainly to substitute availability and athletic events.

The following responsibilities or committees have been found necessary (see UFLA Board Member Responsibilities):

- Program Committee
- Site Coordinator
- Registration
- Keynote Speaker (President)
- Teacher of the Year (President Elect)
- Exhibitors (Past President)
- Other Awards
- Poster Contest
- Evaluations
- Marketing and Publicity

2. Exhibitors

- A. The Past President and President Elect will notify, invite and encourage publishers and others to exhibit their products at the UFLA Annual Meeting / Conference.
- B. Exhibitors will pay \$100 for one table plus \$50 for each additional table for space at the Conference.
- C. Exhibitors may be given the opportunity to sponsor functions, events and costs associated with the Conference or with UFLA.
- D. A total of approximately ONE HOUR will be dedicated to the exhibitors at the Annual Meeting/Conference. No other activity will be scheduled during this time.
- E. If exhibitors are also making a presentation during a regular session of the conference, they must be UFLA members and register for the conference in the regular way.

VIII. DISMISSAL OF BOARD MEMBERS

Any UFLA Board member who is not elected to his or her position may be replaced at the will of the Board after absence from three consecutive Board meetings or three of any six consecutive board meetings (c.f., Bylaws Art. IV.2).

- A. This policy applies to university representatives, the Executive Secretary/Treasurer, Recorder/Historian, Newsletter Editor, SWCOLT and ACTFL Representatives and other members of the Board who serve at the discretion of the Board.
- B. This proposal does not apply to those members of the UFLA Executive Board who are elected to their position or who serve on the Board as an elected or appointed officer in another association. Specifically, the following board members are elected: UFLA President, President Elect, Past President, Secretary, AAT Representatives, and USOE USBE World Language Supervisor.
- C. The UFLA Board may ask the following individuals or organizations to name a replacement if they or their representatives are unable to serve effectively.
 1. AAT Representatives or their organization
 2. The USBE World Language Supervisor or the USBE
 3. University Representatives or their departments or colleges

IX. AWARDS, GRANTS & SCHOLARSHIPS

In no case shall any individual, whether or not a member of the UFLA Board, be involved in evaluating an award, grant or scholarship proposal that would directly benefit that individual or his or her institution. The Awards Chair shall disclose any potential conflicts of interest in this regard to the UFLA Board, in accordance with the *UFLA Conflict of Interest Policy*. If the Board deems it necessary, it may appoint alternate individuals to evaluate specific award proposals in order to avoid potential conflicts of interest.

A. Teacher of the Year Awards

1. Each year at the UFLA Annual Meeting, if qualified nominations are received, the Board will name one language teachers as Foreign Language Teacher of the Year (TOY) at each of these three levels:
 - Elementary / Dual Language Immersion
 - Secondary–Middle School and High School, and
 - Higher Education
 - A. The winners will receive a plaque from UFLA and will be publicly recognized during the Annual Meeting.
 - B. The President Elect will oversee the nomination and selection of Teacher of the Year as chair of the Teacher of the Year Selection Committee. The President Elect must remain aware of deadlines so the awardees can be selected by the committee and approved by the Board with ample time to prepare for the UFLA Annual Meeting and propose an awardee to compete as SWCOLT Teacher of the Year.
 - C. The Teacher of the Year Selection Committee may select a TOY from each level mentioned above.

- D. The Board will decide which of these three will represent UFLA and compete for SWCOLT Teacher of the Year, and if successful at that level, compete for the ACTFL National Teacher of the Year.
2. Teacher of the Year Selection Committee
- A. The Teacher of the Year Selection Committee will be made up of the following:
- UFLA President (as chair)
 - President Elect
 - the SWCOLT Representative from Utah
 - the most recent SWCOLT TOY nominee from Utah
 - at least three representatives of languages taught in Utah schools; these representatives will be either current members of the UFLA Board or past recipients of the Teacher of the Year Award.
- B. The Teacher of the Year Selection Committee will:
1. With approval of the UFLA Board establish criteria and minimum requirements for nominees.
 2. Maintain and publish nomination procedures and define with precision what documents and information must be included in a nomination file.
 3. Actively solicit nominations, hoping for a representative number of nominees from each language at each level. Strong nominations from previous years should be reconsidered. It is appropriate for members of the Selection Committee to ask specific teachers to submit a nomination file.
 4. Review the nominations and select a single exemplary teacher from each level.
 5. Present the names of the three awardees to the UFLA Board.
 6. The Board will decide which of these three will represent UFLA and compete for SWCOLT Teacher of the Year, and if successful at that level, compete for the National ACTFL Teacher of the Year.
 7. Notify each Teacher of the Year nominee of the outcome of their nomination.
 8. Prepare a plaque for each of the TOY recipients and forward information to the UFLA Program Committee and to SWCOLT.

B. OTHER AWARDS

The UFLA Board may nominate and select recipients of the following awards:

1. **Friend of the Profession Award**
From time to time, UFLA names someone a Friend of the Profession and awards him or her a plaque at the Annual Meeting.

2. Lifetime Achievement Award

From time to time, UFLA names recognizes a Utah world language teacher with a Lifetime Achievement Award. The winner receives a plaque at the Annual Meeting and is a lifetime member of UFLA (no annual dues are required).

3. Best of UFLA

Following each annual meeting, the Board, with input from the evaluations committee, will choose a session to present at SWCOLT as Best of UFLA.

C. GRANTS AND SCHOLARSHIPS

The UFLA Board may grant the following financial awards, grants or scholarships to Utah teachers; however:

- UFLA will not fund tuition, travel, or costs associated with graduate-level work or study abroad programs offered by Utah institutions.
- All applicants must be current members of the association at the time they apply.
- All applicants must be contracted to teach in a public or private school—elementary through university level—during the present year and must intend to teach foreign language for at least three more years.
- All awardees must be willing to report and share their experience with the UFLA membership (through a presentation, article in the Newsletter, etc.).
- Any awardee must wait five years before consideration for any other UFLA grant or scholarship.
- UFLA Board members are eligible for any of these awards unless they are part of the Award Grants and Scholarship Committee when they apply for or receive an award.

1. Vitality Awards

Twice each year, UFLA may grant one or two Vitality awards of up to \$1000 each. Awards typically range from \$500 to \$1000. Criteria are to be listed on the application form.

2. Pat Buckner Collaboration Award

Twice each year, UFLA may grant up to \$1500 to a group of teachers who will collaborate on a project. Criteria are to be listed on the application form. Awards typically range from \$500 to \$1500.

X. UFLA NEWSLETTER

1. The Newsletter editor will receive an annual stipend of \$600, generally payable in December, and reimbursement for reasonable and customary expenses (such as postage or copying).

A. Three issues of the UFLA Newsletter will be distributed each year:

- Fall (late August or early September)
- Winter (early in January), and
- Spring (April or May).

- B. All issues of the UFLA Newsletter are distributed through email and posted on the website.
 - C. In addition, yet only on occasion, a call for papers, ballots for elections, or other important information might also be sent out to the membership in an email.
2. Advertising in the UFLA Newsletter or Annual Conference Program will be accepted for a fee.
- A. Propaganda for merchandize for sale or information about academic or travel programs sponsored by private companies or from outside of Utah, should be treated as advertising.
 - B. Information about academic programs or *bona fide* study abroad programs offered by Utah colleges and universities can be shared as news. However, the information may be reformatted in any way by the editor, e.g., as an article or blurb, rather than an advertisement.
 - C. Rates for advertising are set by the UFLA Board.
A schedule for sponsorship, advertising and promotion should be updated the website from time to time.

XI. PROFICIENCY CERTIFICATION

1. Purpose

Individuals seeking endorsement in world languages, dual language immersion or bilingual education, or those following the alternate route to licensure through the Utah State Board of Education (USBE) may request a certificate of proficiency from UFLA.

This is an alternative to an Oral Proficiency Interview administered by ACTFL. The UFLA interview will be called the Utah Foreign Language Association Proficiency Test (UFLAPT) and will not be referred to as an Oral Proficiency Interview or OPI.

Its sole purpose is to aid the USBE and is not to be offered to undergraduate students or candidates for any purpose other than teacher licensure and endorsement.

2. Process

- A. The Board will appoint a UFLA Proficiency Test Coordinator for this purpose. Individuals seeking certification will communicate with the coordinator.
- B. The coordinator will approve raters or testers who will administer the UFLAPT. Raters will be approved at the sole discretion of the coordinator; however, all raters must be trained by ACTFL to administer the OPI, must be Superior level speakers of the language(s) they will test and will preferably hold a university faculty position in Utah.
- C. Application and payment will be sent to the coordinator. Candidates must be or become current members of UFLA, having paid current dues.

- D. The coordinator will send a request with candidate information to a rater who then will conduct an interview following the ACTFL Oral Proficiency Guidelines and communicate the rating back to the coordinator.
- E. The coordinator will create a digital UFLAPT Certificate specifying:
- the candidate's name
 - the language of the test
 - the oral proficiency rating
 - the date the certificate was issued
 - the name and institution of the rater, and if available,
 - the candidate's Cactus ID Number and
 - the school where the candidate teaches
- F. The coordinator will send an electronic copy of the certificate to the World Languages Supervisor and other interested USBE personnel. A copy of the certificate will also be sent to the candidate.
- G. A candidate must wait at least three months before retaking a test. The testing fee will be assessed each time the test is taken.
- H. The coordinator will keep records of the results of UFLAPT for at least FIVE years and will make sure that these records are passed on to future coordinators.

3. Payment

Candidates will make payment to UFLA. The UFLA Executive Secretary/Treasurer and UFLAPT Coordinator will communicate to ensure appropriate payment and a timely response for testing.

A. Income

UFLA Membership Dues	\$ 25
UFLA Proficiency Test Fee	\$ 50
Total	\$ 75

B. Disbursement

UFLAPT coordinator	\$ 10
UFLA Executive Secretary/Treasurer	\$ 5
UFLAPT Rater/Interviewer	\$ 40
Total	\$ 55

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