

REGION 4



Brandon Campbell, Director
UAW Sub-Region 4
1795 Lafayette Street
Janesville, WI 53546

Phone: (608) 713-7900

INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA-UAW

SHAWN FAIN, *PRESIDENT*

MARGARET MOCK, *SECRETARY-TREASURER*

VICE-PRESIDENTS: MIKE BOOTH • CHUCK BROWNING • RICH BOYER

April 2023

To: All Local Union Presidents, Recording Secretaries and
Financial Secretaries – Region 4, UAW

Re: UAW Standing Committees Institute – June 25-30, 2023

The UAW Education Department will hold its annual Standing Committees Institute at the Walter and May Reuther UAW Family Education Center. The center is located at 2000 Maxon Rd, Onaway, MI 49765. Region 4 is allotted 41 delegates for this conference.

This institute will offer valuable training for members serving on any standing committee. However, this year's institute will emphasize the four standing committees that do not have a national conference: Constitution and Bylaws, Consumer Affairs, Conservation and Recreation, and Union Label. First-time attendees will learn the keys to effective standing committees and how to grow participation on their committees. Returning delegates will work on creating a one-year strategic plan and how to run a standing committee effectively. All delegates will receive additional tools and training relevant to their specific standing committee, as well as workshops on Leadership Essentials and Lessons from Labor History.

ELIGIBILITY TO ATTEND: This institute is open to UAW members in good standing who are interested in learning more about the purpose of standing committees and how to effectively run a committee, specifically those standing committees which are not covered by another national conference. This institute is ideal for committee chairs, co-chairs, and committee members.

CONFERENCE DETAILS

(ALL TIMES ARE EASTERN TIME.)

Sunday, June 25 (Arrival)

3 to 5 p.m. - Registration

6 to 7 p.m. - Dinner

7 to 8 p.m. - Conference Opens

Monday - Thursday

8 to 4 p.m. – Workshops

Friday, June 30 (Departure)

8 to 9 a.m. - Certificates

9 a.m. - Conference Adjourns

Continue

REGISTRATION: Local unions must register their delegates **no later than May 26, 2023**. The institute registration fee is \$75 per delegate and must be paid by local unions using ACH. This registration fee covers the cost of lodging, meals, and materials and is non-refundable. Local unions will pay online through LUIS by choosing the “Submit a Payment” option under the “Conference” menu. Funds will not be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes. Registration is open from now until May 26, 2023.

*****All COVID-19 protocols in place at the time of the institute will be followed*****

TRANSPORTATION: All delegates are expected to arrive at the Family Education Center by 3 p.m. (ET) on Sunday, June 25 (except for those arriving by flight; see Air and Lodging) and remain until the institute concludes at 9 a.m. (ET) on Friday, June 30. Arrivals and departures should be arranged accordingly. Local unions are responsible for all transportation costs for delegates who live less than 500 miles from the Family Education Center.

For those who live more than 500 miles (one-way) from the center, delegates may travel by passenger vehicle or air transportation:

Passenger Vehicle: After 1,000 miles (round trip), all drivers will be reimbursed the IRS rate for each mile. Mileage is not reimbursed for the first 1,000 miles of a round trip (500 miles one-way).

On trips to and returning from the center, delegates who drive are also entitled each way to one night’s lodging for 500 miles or more; two nights’ lodging for 1,000 miles or more. Motel rates should not exceed \$65 per night for single occupancy; or \$80 per night for double occupancy. Delegates must save motel receipts and submit them to the center for processing. Upon program completion, delegates will receive mileage and/or motel refunds. Reimbursement is not provided for meals, highway tolls, or other expenses incurred during the trip.

Delegates who elect to drive to the Family Education Center should be aware of the “multiple of three” rule. When a local sends more than one delegate to a session, delegates should travel in multiples of up to three per vehicle. Only one driver per local, per multiples of three, is reimbursed for mileage by the International Union.

Please be advised of the following Walter and May Reuther UAW Family Education Center policy:

Vehicles allowed to park in the FEC must be union-made and have a vehicle VIN number beginning with 1, 2, 4, or 5 (i.e., made in the USA or Canada). VIN numbers are located in the dashboard or door jamb of vehicles. Upon arriving at the FEC, security guards check each vehicle’s VIN number. If the vehicle’s VIN number is anything other than 1, 2, 4, or 5, parking accommodations are available in a lot adjacent to the FEC’s front gate. An FEC bus will transport those delegates to the hotel registration desk.

Air Transportation to Detroit, Michigan (DTW): For those opting to travel by air, flights will be arranged by the local union through Travel Solutions International (TSI) USA. Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver’s license or other government-issued identification recognized by the Transportation Security Administration. Failure to do so could result in up to a \$150 charge to correct an airline ticket. The UAW will not reimburse that charge.

Continue

To assure maximum savings, delegates who fly to DTW will be **required** to arrive in Detroit on **Saturday, June 24th**. The UAW International will provide overnight lodging in Detroit for June 24, **based on double occupancy at the Courtyard Detroit Metro Airport Romulus, 30653 Flynn Dr., Romulus, MI 48174**. Hotel shuttles will be arranged by the Family Education Center to meet delegates outside of the baggage claim when their flights arrive.

**Please note that hotel occupancy may change in the future to follow CDC and State of Michigan COVID-19 protocols*

Bus Transportation from Detroit to Black Lake: For those traveling by air, at 8:30 a.m. (ET) on Sunday, June 25th, a charter bus will take delegates from the hotel to the Family Education Center. Estimated arrival is before 3:30 p.m. (ET). A one-hour lunch stop is planned during the bus trip. For the return trip on Friday, June 30, **no flights should be made before 5 p.m. (ET)**. The bus will leave the Family Education Center for the airport at 9:30a.m. (ET) on Friday, June 30th.

CANCELLATIONS AND REFUNDS: Registration fees are non-refundable. Please choose alternate delegates to replace last-minute cancellations. Local unions should notify Andrea Williams at amwilliams@uaw.net or 608-713-7900 immediately of any alterations to replace delegates who cancel. This institute is an investment in the future of your local union. This official call includes information that should be shared with local unions.

In solidarity,



Brandon Campbell, Director
Region 4, UAW



**LOCAL UNION
PROCESS**



STANDING COMMITTEES INSTITUTE

JUNE 25 - 30, 2023

*THE WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER
ONAWAY, MICHIGAN – 2000 MAXON RD, ONAWAY, MI 49765*

- ▶ **FILING GUIDELINES**
- ▶ **REGISTRATION PROCESS**

The following information is provided to assist local unions in processing applications for the **Standing Committees Institute**. These guidelines should prevent misunderstandings regarding delegate selection and local union financial obligations.

The UAW Education Department will hold its annual Standing Committees Institute on June 25-30, 2023. The institute will be held at The Walter and May Reuther UAW Family Education Center in Onaway, Michigan.

This institute will offer valuable training for members serving on any standing committee. However, this year's institute will emphasize the four standing committees that do not have a national conference: Constitution and Bylaws, Consumer Affairs, Conservation and Recreation, and Union Label.

First-time attendees will learn the keys to effective standing committees and how to grow participation on their committees. Returning delegates will work on creating a one-year strategic plan and how to run a standing committee effectively.

All delegates will receive additional tools and training relevant to their specific standing committee, as well as workshops on Leadership Essentials and Lessons from Labor History.

Locals are encouraged to:

- ▶ Select first-time delegates who want to become more involved in the local union.
- ▶ Avoid sending delegates who have attended similar programs at the center, regional summer schools, or other programs.

****Please inform approved delegates all COVID-19 protocols in place at this time will be followed.***

ELIGIBILITY

This institute is open to UAW members in good standing who are interested in learning more about the purpose of standing committees and how to effectively run a committee, specifically those standing committees which are not covered by another national conference. This institute is ideal for committee chairs, co-chairs, and committee members.

LOST TIME

The payment of lost time is the sole responsibility of the local union unless a subsidy has been authorized by the regional director.

CANCELLATION AND REPLACEMENT

Registration fees are non-refundable. Notify Andrea Williams at amwilliams@uaw.net or 608-713-7900 **immediately** of any delegate(s) who are canceling, along with the name of the replacement delegate(s). If no replacement is designated, the registration fee remains non-refundable. This institute is an investment in the future of your local union.

CANCELLATION AND REPLACEMENT

In the event of a last-minute change, the substitute delegate(s) must be provided the name of the member they are replacing. Upon check-in at the center, the replacement delegate will provide the name of whom they are replacing so that the \$75 paid registration fee will apply to the substitute. When processing a delegates' changes, please remember that airline tickets are non-refundable and non-transferable.

REGISTRATION

Local unions must register their delegates via the following link (case-sensitive):

Website: <https://conference.uaw.org/standingCommittee.php>

Username: 2023UAWSC

Password: UAWSC23

Local unions must provide each delegate's **personal (non-work) email** when registering delegates for this institute. Regions will be given access to a list of their registered delegates through LUIS to approve, a process that will take place after online registration closes. This is due to limited spaces allotted to each region.

The delegates will be notified via email that their registration is complete; they will be wait-listed in LUIS. Once regions have completed the approval process, the local and approved delegates will be contacted with further information about the conference via email. Delegates who are not approved will be notified that the conference capacity is full and they will be on the waitlist in case space becomes available.

REGISTRATION DEADLINES AND FEES

INSTITUTE DATES	REGISTRATION DEADLINE Include \$75 registration fee. Only paid if approved by region.	AIRLINE DEADLINE After regional approval notification.
Sunday - Friday June 25-30, 2023	Friday May 26	Friday June 9

- ▶ Local unions must pay a \$75 non-refundable registration fee through LUIS by choosing the "Submit a Payment" option under the "Conference" menu.
- ▶ Funds will **NOT** be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.

Travel Solutions International (TSI) USA requires a one-time registration for each local union agreeing to their services. Please complete the information required in this link: <https://form.jotform.com/210403752631041>. **All airline tickets are non-refundable and non-transferable.**

Please allow 24 hours for TSI USA to process the information provided. Once a local union is registered, the local union must complete the online UBE Airline Reservation by June 9, 2023 by going to the following link: <https://cvent.me/WqG5Nn>. The transaction fee for making airline reservations is \$20 per person.

When registering for flights, be prepared to pay for airfare with a credit card or local union check. No personal checks will be accepted. The travel agency will email the local union/delegate an itinerary that will **need approval prior** to ticketing. If paying for airfare with a local union check, payment must be mailed within 24 hours after you are emailed by the travel agency. Send to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. Checks must be sent with a copy of the invoice from the travel agency.

Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license or other government-issued identification recognized by the Transportation Security Administration. Failure to do so could result in up to a \$150 charge to correct an airline ticket. The UAW will not reimburse that charge.

To assure maximum savings, delegates who fly to DTW will be **required** to arrive in Detroit on Saturday, June 24. The UAW International will provide overnight lodging in Detroit for June 24, **based on double occupancy at the Courtyard Detroit Metro Airport Romulus, 30653 Flynn Dr., Romulus, MI 48174**. Hotel shuttles will be arranged by the Family Education Center to meet delegates outside of the baggage claim when their flights arrive.

Please note that hotel occupancy may change in the future to follow CDC and State of Michigan COVID-19 protocols.

AIRLINE PROCEDURE

If paying for airfare with a local union check, you must mail the payment within 24 hours after TSI contacts you. Please make the check payable to UBE and send the payment to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. You must include a copy of the invoice with the check. For questions call the UAW Family Education Center at 989-733-6311.