



OFFICIAL CALL TO THE

STANDING COMMITTEES INSTITUTE

May 19 - 24, 2024

*THE WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER
ONAWAY, MICHIGAN*



The UAW Education Department will host its annual Standing Committee Institute on May 19-24, 2024. 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.

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 AGENDA

All times Eastern Standard (ET)

Sunday, April 14 (Arrival)

3 - 5 p.m. - Registration

6 - 7 p.m. - Dinner

7 - 8 p.m. - Conference Opens

Monday - Thursday

8:45 a.m. to 5 p.m. - Training & Workshops

Friday, April 19 (Departure)

9 a.m. - Conference Adjourns

REGISTRATION

Local unions must register their delegates no later than **April 19, 2024**. 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 Funds will not be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.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 April 19, 2024.

TRANSPORTATION

All delegates are expected to arrive at the Family Education Center by 3 p.m. Eastern Time (ET) on Sunday, May 19, 2024 (except for those arriving by flight; see page 3: "Flight Arrangements"), and remain until the institute concludes at 9 a.m. (ET) on Friday, May 24, 2024. 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.

The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765.

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.

FLIGHT ARRANGEMENTS

Air and Lodging:

For those traveling by air, 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 delegates from a local union are registered and approved by the region, the local union must complete the online UBE Airline Reservation by May 3, by going to the following link: <https://cvent.me/rWNvAZ>. 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 accompanied by 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 guarantee maximum savings, delegates who fly to DTW will be **required** to arrive in Detroit on **Saturday, May 18, 2024**. The UAW International will provide overnight lodging in Detroit for May 19, **based on double occupancy at the Courtyard Detroit Metro Airport Romulus, 30653 Flynn Dr., Romulus, MI 48174**. The UAW Family Education Center will arrange hotel shuttles to meet delegates outside of the baggage claim when their flights arrive.

Bus:

For those traveling by air, at 9 a.m. (ET) on Sunday, May 18, 2024 a charter bus will take delegates from the hotel to the UAW Family Education Center. Estimated arrival is before 3:30 p.m. A one-hour lunch stop is planned during the bus trip. For the return trip on Friday, May 24, 2024 **no flights should be made before 5 p.m. (ET)**. The bus will leave the Family Education Center for the airport at 9:30 a.m. (ET) on Friday, May 24, 2024.

CANCELLATIONS AND REFUNDS

Registration fees are non-refundable. Local unions should notify their regional office of any alternates 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,



Shawn Fain
International President



LOCAL UNION
PROCESS

STANDING COMMITTEES INSTITUTE

May 19 - 24, 2024

*THE WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER
ONAWAY, MICHIGAN*

- ▶ 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 obligation.

The UAW Education Department will hold its annual Standing Committees Institute on May 19-24, 2024. 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.
-

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.

REGISTRATION

Local unions must register their delegates via the following link:

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

Username: 2024UAWSC (case sensitive)

Password: UAWSC24 (case sensitive)

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 Includes \$75 registration fee. Only paid if approved by region.	AIRLINE DEADLINE
MAY 19 - 24, 2024	Friday, April 19	Friday, May 3

- ▶ 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.

DRIVING TO CENTER

Local Unions are responsible for all transportation costs for delegates who live less than 500 miles from the Family Education Center.

The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765.

Please be advised of the following Walter and May Reuther UAW Family Education Center (FEC) 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 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 VIN number is anything other than 1, 2, 4 or 5 parking accommodations are available in a lot located adjacent to the FEC's front gate. An FEC bus will transport those delegates to the hotel registration desk.

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

FLYING TO CENTER

Local unions must complete a one-time registration with Travel Solutions International (TSI USA, agreeing to their services. Please complete the information required in this link: <https://form.jotform.com/210403752631041>

Please allow 24 hours for TSI USA to process the information provided. Once delegates from a local union are registered and approved by the region, the local union must complete the online UBE Airline Reservation by May 3, by going to the following link: <https://cvent.me/rWNvAZ>. The transaction fee for making airline reservations is \$20 per person.

- ▶ Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license. Failure to do so could result in up to a \$150 charge to correct an airline ticket. The UAW will not reimburse that charge.
- ▶ The Family Education Center will make all flight arrangements at least 15-21 days in advance to take advantage of Super-Saver rates. (See chart with deadlines on the second page).
- ▶ All airline tickets are non-refundable and non-transferable.

- ▶ When contacted by the travel agency via email, be prepared to pay for airfare with a credit card or local union check. No personal checks will be accepted. If you do not receive an email from the travel agency after registering the delegates, please check the "Spam" or "Junk" folder in your email account.
- ▶ TSI will email delegates an itinerary that will include the invoice for payment to the email address provided through the online registration.

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.

Saturday Lodging/Sunday Bus Charter: To guarantee maximum savings, delegates who are flying will be required to arrive in Detroit on **Saturday, May 18, 2024** preceding their Sunday departure to the Center. Delegates will be provided with one night's lodging. The hotel and bus information is printed on the e-ticket itinerary provided by TSI. Charter buses providing transportation to the Family Education Center for those who fly into Detroit will leave on **Sunday, May 19** at 9 a.m. (ET) and arrive at the Center at approximately 3:30 p.m. (ET). A one-hour lunch stop is planned during the bus trip. **No flights should be scheduled prior to 5 p.m. (ET) for the return trip home on Friday, May 24.**

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. The regional office should be notified **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.

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 substitute delegate will provide the name of whom they are replacing so that the \$75 paid registration fee will apply to the substitute. When processing delegates' changes, please remember that airline tickets are non-refundable and non-transferable.