



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.