



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 Funds will not be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.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.



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,

Laura Dickerson, Director UAW Region 1A and
Technical, Office and Professional (TOP) Department

LD:nds



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: [TBD](#)

Username: 2024UAWSC (case sensitive)

Password: UAWSC24 (case sensitive)

At this time, the registration link has not been provided. As soon as the link is available it will be emailed to the regional offices. At that point the Regions will distribute to their individual Local Unions. We apologize for any inconvenience this will cause, but are working to provide you the information as soon as possible.

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.

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



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.