



**OFFICIAL CALL TO THE
2019 UAW STANDING COMMITTEES INSTITUTE
JUNE 23 - 28, 2019
Walter and May Reuther UAW Family Education Center
Onaway, Michigan**

The UAW Education Department will hold its Standing Committees Institute during June 23-28, 2019 at the Walter and May Reuther UAW Family Education Center in Onaway, Michigan.

Institute Agenda

The institute agenda is as follows:

Sunday, June 23rd (Arrival)

4 p.m. – Registration

5 p.m. – Conference opens

Monday – Thursday

8:30 a.m. to 4 p.m.

Training and Workshops

Friday, June 28th (Departure)

This institute will offer training that is useful for members serving on any Standing Committee, however, this year's institute will provide a special emphasis on the four Standing Committees that do not have a national conference: Constitution and Bylaws, Consumer Affairs, Conservation and Recreation, and Union Label. Attendees will learn how to start and effectively run a committee, including how to engage members, run meetings, take meeting minutes, create reports, and strategically plan. An explanation of the roles and responsibilities of all ten standing committees will be covered and attendees will participate in workshops on our core curriculum: *Globalization 101* and *The Ethical Consumer*.

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 conference is ideal for Committee Chairs, Co-Chairs and Committee members.

Registration/Lodging/Transportation

Please refer to the attached Regional and Local Union Guidelines for filing deadlines, institute registration form, transportation and air travel procedure, delegate debriefing, a map and directions to the Walter and May Reuther UAW Family Education Center.

Miscellaneous Information for Delegates

- Please bring a red shirt to participate in red shirt Wednesday.
- The first meal of the conference will be dinner on Sunday, June 23rd and the last meal of the conference will be breakfast on Friday, June 28th.

We look forward to assisting in building a stronger union by educating our members on how to build strong and effective standing committees.

In solidarity,



Gary Jones
President

LOST-TIME SUBSIDIES

Prior to the beginning of a session, regions should e-mail names of subsidized delegates who are entitled to the \$350 lost-time, financial secretary's name and local union address to Jeanine Ruth at jruth@uaw.net. The International Union only reimburses lost-time to the local union. In order to process this reimbursement, subsidized delegates need to bring a completed copy of their lost-time voucher with them to Black Lake. Refunds will not be issued to local unions who submit forms 30 days beyond their session date. Reimbursement will be made 4-6 weeks following a session.

Lost-time forms must be submitted to Black Lake Education Office within 30 days of the session.

ANSWERS TO FREQUENTLY ASKED QUESTIONS

- **Check-In and room assignments:** Check-in begins on Sunday after 3:00 p.m. EST. All delegates will be housed two to a room. Single rooms are not available. Special room requests will not be taken over the phone. On the registration form delegates can request to be roomed with another individual and/or area. Accommodations will be made, whenever possible. Those with special needs (sleep apnea, etc.) will be roomed in the single unit of the 400s or with someone with same problem (sleep apnea). They will still share a bath.
- **Center Phone:** The Hotel Registration Front Desk is open 24 hours. In case of emergencies, families can call (989) 733-8521.
- **Internet Access:** Internet and e-mail access is available at the Center 24 hours a day.
- **Late arrivals:** The session begins Sunday with an assembly at 5:00 p.m. followed by dinner at 6:00 p.m. Delegates must be present for Monday's morning session which begins at 8:45 a.m. Those delegates who cannot arrive by Monday's morning session should cancel from the program.
- **UAW members only – no spouses:** Spouses are not allowed to attend the Leadership Institutes – no exceptions. Delegates who arrive at the Center with a spouse must either leave the session or secure lodging at nearby motel(s). No reimbursement is made for any expenses.
- **TSI:** All flyers must arrive in Detroit on Saturday and are provided one night's lodging. Charter buses will provide transportation from Detroit to the Center on Sunday. This information is printed on flight itineraries sent to the local union. Local unions paying for airfare with a local union check must send payment to UBE/Air, in care of UAW FEC, 2000 Maxon Rd., Onaway, MI 49765.
- **Schedule and Certificates:** Workshops are held Monday through Thursday from 8:45 a.m. until 4:30 p.m. No free afternoon is scheduled. The session ends Thursday at 4:30 p.m. Certificates are not mailed; they are passed out on Thursday to all delegates completing the program. Those who leave early without prior permission will not receive a certificate. Friday is a "travel day."

LOCAL UNION GUIDELINES

For

2019

STANDING COMMITTEES LEADERSHIP INSTITUTE

WALTER & MAY REUTHER UAW FAMILY EDUCATION CENTER

- FILING DEADLINES
- REGISTRATION FORM
- DELEGATE BRIEFING
- MICHIGAN MAP AND DIRECTIONS

The following information is provided to assist local unions in processing applications for the Leadership Institute. These guidelines should prevent any misunderstanding regarding delegate selection and local union financial obligations.

The Leadership Institute is designed to provide specific training for leaders and members. 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 Center, regional summer schools or other programs.

ELIGIBILITY

Delegate eligibility is limited to active members of your local union, including members on lay-off or on strike. However, members on sick leave, retired members and spouses who are not members of your local union are not eligible to attend.

REGISTRATION and DEADLINES

Local unions should **return registration forms and checks** to their regional office according to the following deadlines. Applications received after the registration cutoff deadline will be filled only if space remains available.

SESSION DATE	APPLICATION DEADLINE Include \$75 registration fee	AIRLINE DEADLINE (Last day for reduced fare) Complete online registration
June 23-28	Thursday May 30	Friday June 7

REGISTRATION FEES

- A \$75 non-refundable registration fee must be submitted per person by the local union and must accompany the registration forms sent to the regional office, including subsidized delegates.
- Registrations received without the \$75 registration fee will not be accepted.
- Submit one check for each session made payable to "**UBE, Inc.**"
- Write session date and name(s) of delegates in check "memo" area.
- Checks that include more than one session cannot be processed and will be returned.

TRANSPORTATION

Local unions are responsible for all transportation costs for delegates who live less than 500 miles from the Walter and May Reuther UAW Family Education Center. Mileage figures are based on the Rand-McNally Travel Guide. Do not rely on MapQuest or other Internet mileage charts. When in doubt, contact your regional office. For those who live more than 500 miles (one-way) from the Center, the following options are available:

DRIVING TO CENTER: Mileage and motel reimbursement

Mileage is not reimbursed for the first 1,000 miles of a round-trip (500 miles one-way). After 1,000 miles, a driver will be reimbursed the IRS rate for each mile. The International Union determines mileage according to the Rand-McNally.

On trips to and returning from the Center, delegates who drive are 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; \$80 per night for double occupancy. Delegates must save motel receipts and submit to

Center for processing. Upon completion of program, delegates will receive mileage and/or motel refunds. Reimbursement is not provided for meals, highway tolls or other expenses incurred during the trip.

FLYING TO CENTER: Air Travel Arrangements and Reimbursement

Local unions must also complete the online UBE Airline Reservation at [Insert airline link here](#). 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 \$150 charge to correct an airline ticket. That charge will not be reimbursed by the UAW.

- To take advantage of super-saver rates, all flight arrangements will be made by the Family Education Center at least 15-21 days in advance. (See chart with deadlines on page one)
- All tickets are non-refundable or transferrable.
- When contacted by the travel agency, be prepared to pay for airfare with either credit card or local union check. No personal checks will be accepted. TSI will email delegates 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, payment must be mailed within 24 hours after you are contacted by TSI. Send to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. Checks must be accompanied with a copy of the "Invoice."

Saturday Lodging/Sunday Bus Charter: To assure maximum savings, delegates will be required to arrive in Detroit on Saturday preceding their Sunday departure to Center. You will be provided one night's lodging (double occupancy). Hotel and bus information is printed on the e-ticket itinerary provided by TSI. Charter buses will provide transportation to the Family Education Center for those who fly into Detroit. Charter buses leave Detroit at 9:00 a.m. EST and arrive at the Center at approximately 3:30 p.m. A one-hour lunch stop is planned during the bus trip. There is a new convenience store located at the center for any incidentals or other items you may need during your stay. For the Friday return-trip to your home, no flights will be made prior to 4:30 p.m. EST.

Airfare Charge: A \$75 airfare charge is required of all flyers. Do not pay in advance. It is deducted from the refund check issued upon completion of the program. In the event of cancellation, airfare is not refundable. (For a fee, the ticket may be used within one year. Contact the travel agency for more details.)

In cases where airline reservations are not made at least 15-days in advance, the International Union reimburses only the cost of a super-saver advance fare. Any deviations must be discussed and approved by the regional director and Family Education Center in advance of arrival.

LOST TIME

The payment of lost-time is the sole responsibility of the local union.

CANCELLATION AND REPLACEMENT (Transfer of \$75 Registration Fee)

The regional office should be notified immediately of the names of cancellation and/or replacement delegates. If no replacement is designated, the registration fee remains non-refundable.

In the event of a last-minute change, delegates must be provided the name of the member they are replacing. Upon check-in at the Center, a replacement who provides the name of a last-minute cancellation will be able to transfer the \$75 registration fee to their fee.

Local Union:

**Please pass the following
information on to delegates attending
the Leadership Institute.**



REGISTRATION FORM

2019 Leadership Institute Standing Committees

Walter & May Reuther

UAW Family Education Center

RETURN THIS FORM TO YOUR REGIONAL OFFICE

Region _____ Local Union _____ Which of the following Standing Committee(s) do you currently serve on:

Constitution & Bylaws Consumer Affairs Conservation & Recreation Union Label Other _____

FIRST Name _____ LAST Name _____

Male _____ Female _____ Age _____ Smoking _____ Non-Smoking _____

Street Address _____ City _____ State _____ Zip _____

Email _____

Phone (_____) _____ Social Security # (last 4 digits only) _____

Local Union Phone (_____) _____ Local Union Fax (_____) _____

Special Needs: Diabetic Sleep Apnea Handicap Other _____

If possible, room me with: _____ (We will attempt to accommodate. No requests will be taken by telephone.)

If more than 500 miles from center, do you plan to: DRIVE TO CENTER FLY TO CENTER

ATTENTION LOCAL UNION: A \$75 non-refundable registration fee payable to "UBE, INC." must be submitted with this form by deadline date.

Signature of Local Union Officer completing this form _____ \$75 Registration check attached _____ Check Number: _____

Name of Local Union Financial Secretary _____ Local Union _____ If registration check for more than 1 delegate, provide names above

TRAVEL EXPENSE:

FOR THOSE DRIVING more than 500 miles one-way (1,000 round-trip)

Mileage is not reimbursed for the first 1,000 miles of a round-trip. After 1,000 miles (based from local union), a driver will be reimbursed the IRS rate for each mile. The International Union determines mileage according to Rand-McNally. Do not rely on MapQuest or other Internet mileage charts. When in doubt, contact your regional office.

On trips to and from the Center, delegates are entitled to one night's lodging when driving more than 500 miles; two nights' lodging for 1,000 miles or more. Motel rates should not exceed \$65 per night for single occupancy; \$80 per night for double occupancy. Delegates must save motel receipts and submit at Center for processing. Upon completion of program, delegates will receive mileage and/or motel refunds. Meals, highway tolls or other costs incurred during travel are not refundable by International Union.

FOR THOSE FLYING TO DETROIT: (Must reside more than 500 miles one-way)

Local unions must complete an online registration "UBE Airline Reservation" once delegate has been approved. [Region to insert airline link.](#)

To take advantage of super-saver rates, all flight arrangements will be made by the Family Education Center at least 15-21 days in advance. When contacted by the travel agency, be prepared to pay for airfare with either credit card or local union check. Personal checks will not be accepted.

A \$75 flyer fee, separate from the registration fee, is paid by each flyer. Do not pay in advance. Airfare fee is deducted from refund check issued by Family Education Center at end of program.

For maximum savings, delegates are required to arrive in Detroit on Saturday before their Sunday departure to UAW Education Center. You will be provided one night's lodging (double occupancy). Hotel and bus information will be printed on the e-ticket itinerary provided by the travel agency. Charter buses provide transportation to the Center for those who fly to Detroit. Charter buses leave Detroit Sunday 9:00 a.m. EST and arrive at the Center approximately 3:30 p.m. For Friday return-trip, no flights will be made before 4:30 p.m. EST. In cases where airline reservations are not made 15 days in advance, the International Union refunds only the cost of super-saver fare. Meals, phone charges or other costs incurred during travel are not refundable by International Union.



DELEGATE BRIEFING

2019 Leadership Institute

Walter & May Reuther UAW Family Education Center

- Attending the Family Education Center is a privilege. Delegates are expected to make the most of this opportunity. All delegates must attend all scheduled classes. Delegates who do not attend classes will be requested to leave the Center.
- Delegates who fail to attend classes or elect to leave prior to the program's conclusion will be subject to forfeiture of travel reimbursement from the International Union.
- Delegates who elect to drive to the Family Education Center should be informed of the "multiple of three" rule. When a local sends more than one delegate to the session, delegates should travel in multiples of up to three per vehicle. Only one driver per local, per multiples of three, are reimbursed for mileage by the International Union.

PARKING POLICY

In an effort to avoid any embarrassment for participants, please be advised of the following UAW Family Education Center Policy:

Vehicles allowed to park in the Center must be **North American-made/Union-made** and have vehicle VIN numbers beginning with 1, 2, 4 or 5. VIN numbers are located in the dashboard or door jamb of vehicles. Upon arriving at the Center, Security Guards check each vehicle VIN number. If the vehicle VIN number is other than 1, 2, 4 or 5, parking accommodations are available in a lot located adjacent to the Center's front gate. A Center bus will transport those to the hotel registration desk.

Answers to Frequently Asked Questions

- Hotel check-in begins any time after 3:00 p.m. EST on Sunday.
- Delegates will be housed two to a room.
- No pre-assigned room requests will be taken over the telephone. Everyone will be roomed upon arrival.
- If you would like to share a room with a specific individual/area, please provide the information on your registration form. If possible, they will accommodate requests.
- Institute registration is on Sunday at 4:00 p.m.
- Workshops begin on Monday at 8:30 a.m.
- Institute will end Friday at 9:00 a.m.
- All flyers will return to Detroit on Friday; all return flights depart Detroit Metropolitan Airport after 4:30 p.m. EST.
- In case of emergencies, families may contact delegates by calling 24-hour switchboard (989) 733-8521.
- E-mail and Internet access is available at the Center.

DIRECTIONS TO CENTER

(approximately 4 1/2 hours from
Detroit: 280 miles)

In Michigan, take I-75 north to
Exit 310, Indian River

Turn right onto Highway M-68
toward Onaway. (*Warning: Speed
limit is 55 mph*)

Travel approximately 20 miles.
About 1 mile past Tower, turn
left onto FO-5, also known as
Black River Road. (UAW signs
are posted.)

Travel five miles until you see
UAW's Black Lake Golf Course.
Continue straight into the Center.



PACKING CHECKLIST

We're looking forward to seeing you at the Walter and May Reuther UAW Family Education Center. Below is a suggested list of items you may want to consider bringing with you when you head to our Center in June. Safe travels!

Essentials

- Shampoo / Hairbrush / Blowdryer
- Toothbrush / Toothpaste
- Medications - prescription / OTC

Miscellaneous

- Iron - *limited quantities available for rent
- Umbrella
- Extra Blanket
- Extra \$\$ for spending

Apparel

- RED Shirt for Wednesday
- Light Jacket / Hoodie / Sweatshirt
- Jeans / Pants
- Swimsuit – *if planning to use swimming pool or lake
- Casual clothing
- Shoes / Gym Shoes



EDUCATION DEPARTMENT

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