

LOCAL UNION OFFICERS INSTITUTE 2025



NEW DATES

October 5-10, 2025

WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER

**LOCAL UNION
PROCESS**

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The UAW Education Department will hold its Local Union Officers Institute on October 5-10, 2025. This institute will be held at the Walter and May Reuther UAW Family Education Center in Onaway, Michigan.

The institute will offer broad training for local union officers to learn their roles and responsibilities as leaders of a fighting union. New and seasoned officers alike will find this institute beneficial, and all will walk away with greater clarity about the expectations of their role.

This institute will provide local union officers with a clear understanding of their administrative responsibilities. Role-specific training will be provided for local union presidents, vice presidents, recording secretaries, and financial secretaries. Broad leadership and local union administration skills training will be provided to all delegates who hold other local executive board positions or who aspire to become leaders in their local union in the future.

ELIGIBILITY TO ATTEND

This institute is open to UAW members in good standing who are interested in learning more about their role as leaders. This institute is an ideal fit for local union officers like presidents, vice presidents, recording secretaries, and financial secretaries, as role-specific training will be provided for each of these officer roles.

All other local union executive board members, including trustees, sergeant-at-arms, guides, and others, are also encouraged to attend. This institute is also a good fit for aspiring leaders who seek to develop their skills and prepare themselves for future local union leadership opportunities. Whether new, experienced, or aspiring, local union officers of all kinds will attend relevant training tracks to level up their leadership skills at this institute.

Local unions representing members in all sectors and industries - including TOP, Gaming, IPS, Higher Education, Heavy Truck, Agricultural Implement, Automotive, and others - will find this training useful and are strongly encouraged to send officers to attend.

Attendance is mandatory at all sessions and is taken daily. Local unions will be responsible for payment of all lost time.

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

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



REGISTRATION PROCESS

- ❖ Local unions must pay a **\$75** non-refundable registration fee through LUIS by choosing the *Submit a Payment* option under the Conference menu.
- ❖ Registration is open **until Monday, August 25, 2025**.
- ❖ Funds will **NOT** be withdrawn from local unions until after the regional office approves the delegates, a process that will take place after online registration closes.

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 the limited spaces allotted to each region.

The delegates will be notified via email that their registration is complete, but they are not confirmed as attendees to the institute until the region has completed the approval process.

The local union and the approved delegates will be contacted with further information about the institute via email. Delegates who are not approved will be notified that the institute's capacity is full, and they will be placed on the waitlist in case space becomes available.

Local unions must register their delegates via the following link:

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

Username: 2025LUOFF (case sensitive)

Password: UAWLUOFF25 (case sensitive)

ACCOMMODATIONS

Due to limited accommodations, delegate spouses/guests are not permitted to attend the Local Union Officers Institute.

All delegates attending this institute will be housed with a roommate (double occupancy). Delegates requesting single occupancy in a double room must pay an additional \$319.90 plus tax for the week upon their arrival and must specify this request upon check-in. These payments must be made by personal credit card, debit card, check, or money order. ***Requests for single occupancy rooms cannot be guaranteed, as room assignments are made prior to arrival at the Family Education Center.***



TRAVEL INFORMATION

All delegates are expected to arrive at the Family Education Center by 3 p.m. Eastern Time (ET) on Sunday, October 5, and remain until the institute concludes at 9 a.m. (ET) on Friday, October 10. Arrivals and departures should be arranged accordingly. **Local unions are responsible for all transportation costs.**

Passenger Vehicle

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 policies:

- ❖ Vehicles allowed to park in the Family Education Center must be union-made and have a vehicle VIN beginning with 1, 2, 4, or 5. If the vehicle VIN number begins with anything other than 1, 2, 4, or 5, parking accommodations are available in a lot adjacent to the Center's front gate.
- ❖ Delegates driving more than 500 miles one-way (1000 miles round-trip) mileage will be reimbursed **after** the first 1,000 miles at the IRS rate.
- ❖ For delegates driving to the Center, hotel accommodations will be reimbursed (\$65 single/\$80 double) with receipts submitted to the UAW Family Education Center. If driving over 500 miles one-way, one night at a hotel is reimbursable. If driving over 1000 miles one-way, two nights at a hotel are reimbursable.


Upon completion of the program, delegates will receive mileage and/or hotel refunds.

Air Transportation

Local unions are encouraged to book flights through TSI USA to ensure delegates have a hotel room upon arrival at Detroit Metro Airport and a spot on the bus to the Family Education Center.

The local union must complete the online UBE Airline Reservation by Friday, September 12, by going to the following link: <https://cvent.me/K2VM7z>

When registering for flights, be prepared to pay for airfare with a credit card or local union check (no personal checks will be accepted). Please allow 24 hours for TSI USA to process the information provided. **TSI USA will email the local/delegate an itinerary that will need approval prior to ticketing.** The transaction fee for making airline reservations is \$20 per person.

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- ❖ The airline ticket cost will be reimbursed minus a \$75 flyer fee for each flyer. Do not pay the fee in advance; it is deducted from the refund check issued by the UAW Family Education Center.
 - ❖ A refund for the checked bag cost (\$30 each way) with a receipt submitted to the UAW Family Education Center will be reimbursed upon completion of the program.
 - ❖ 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.
 - ❖ **All airline tickets are non-refundable and non-transferable.**

Saturday Lodging/Sunday Bus Charter: To guarantee maximum savings, delegates who are flying will be required to arrive in Detroit on **Saturday, October 4**. The UAW International will provide overnight lodging in Detroit for October 4, based on double occupancy at the Courtyard Detroit Metro Airport Romulus, located at 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.

At 8:30 a.m. (ET) on Sunday, October 5, 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, October 10, no flights should be made before 5 p.m. (ET). Hotel and bus information is printed on the e-ticket itinerary provided by TSI.

Airfare Check Payment Procedure

If paying for airfare with a local union check, mail the payment within 24 hours after TSI contacts you. Please make check payable to UBE, Inc. and send payment to:

UBE/AIR
UAW Family Education Center
2000 Maxon Rd
Onaway MI 49765

You must include a copy of the invoice with the check. For questions call UAW Family Education Center at 989-733-6311

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



CUTOFF DATES

Institute Dates	REGISTRATION DEADLINE Include a \$75 registration fee! ONLY paid if approved by the region	Airline Last day for reduced fare
Sunday - Friday October 5-10, 2025	Monday August 25, 2025	Friday September 12, 2025

Please be aware that time must be allowed for processing between local, regional office, travel agencies, and the Family Education Center.

CANCELLATION AND REPLACEMENT

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.

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 nonrefundable and non-transferable.