



## **UNWLA XXXIII Convention General Information**

### **A. Schedule and Program**

The Convention begins on Friday Sept 13, 2024, at 3:00 p.m., and will continue through lunch on Sunday, September 15, 2024.

### **B. Location**

The Convention will take place at the **Sheraton Parsippany Hotel, 199 Smith Road Parsippany, NJ 07054.**

### **C. Attendees**

UNWLA members can attend as voting delegates or non-voting members. Guests who are not members of UNWLA are welcome to attend the banquet and program on Saturday night.

### **D. Registration for UNWLA XXXIII Convention**

Registration and payment for the Convention, hotel and meals for delegates, non-voting members and guests must be made through the **Convention Registration Website**.

Please see the **Registration Instruction** document that is attached to the convention email for instructions on how to access the Registration platform. You may also open the registration instructions by [CLICKING HERE](#).

**Please note that there will be no registration for any Convention event at the Convention site.**

### **E. Arrival at Sheraton Parsippany**

The general assembly session and convention grand opening will begin promptly at **3 p.m. on Friday September 13, 2024**. Please plan to arrive at least one hour earlier. Upon arrival, please check in at the hotel desk; the hotel will have an area to store your luggage should your room not be ready upon check-in. After checking in with the hotel, please come to the **UNWLA XXXIII Convention Check-in Table**, located in the lobby. Our check-in table will be open from 10 a.m. Here registered members will be able to obtain all documents and materials needed for the Convention.

### **F. Number of delegates / Branch**

In accordance with the UNWLA Bylaws, the President of each Branch and Regional Council is automatically a delegate to the Convention. If a Branch President cannot attend, the Vice-President shall take the place of the President.



Branches have the right to send **one additional delegate for every 25 members and one delegate for any fraction thereof**, based on the Branch's official membership as of December 31, 2023. *E.g.: if a Branch has 70 members, they are entitled to send 3 additional delegates.*

There is no limit to the number of non-voting members who may attend, and Branch Presidents are asked to encourage their members to attend this wonderful opportunity of solidarity and women's strength.

**G. List of Branch Delegates:** each Branch President is asked to submit electronically a list of the delegates who will represent that Branch. The electronic form can be accessed by [CLICKING HERE](#).

**H. Branch Standing for Voting Privileges**

Branches must be in current good standing with all financial obligations cleared for the last three years ending December 31, 2023, to have voting privileges at the Convention. This includes annual dues and other financial obligations.

**I. In case a delegate cannot attend: proxy votes**

If a selected delegate is unable to attend the Convention, the Branch may transfer that delegate's voting rights to another delegate from that Branch. No delegate may have more than two votes (her own and a proxy vote). The Branch is required to notify the National Executive Committee and the Convention Committee of any such proxy vote before the Convention begins.