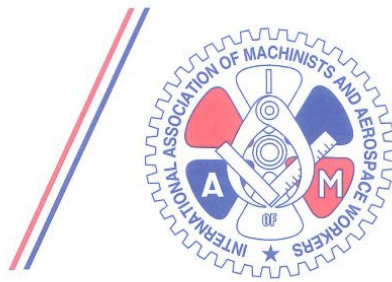


International Association of Machinists and Aerospace Workers



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

September 1, 2024

TO: Directing Business Reps, Local Lodge Presidents, Local Lodge Recording Secretaries & District Lodge/Local Lodge Educators for all Lodges in the United States & Canada

Dear Brothers, Sisters, and Siblings:

This is the call for specialized Local Lodge Administration programs to take place in 2025 at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

Local Lodge Election Program

This 4-day program begins on Tuesday and concludes on Friday morning. The program is appropriate for all local lodge officers, but particularly for local lodge recording secretaries and presidents. It is also appropriate for district lodge and grand lodge staff. The program reviews the requirements of the IAM Constitution, Official Circulars, and external law applicable to local lodge elections. Participants apply knowledge learned to an election simulation and preparation of materials for their local lodge's next election. The program takes place on the following dates:

April 15-18, 2025
July 8-11, 2025

Recording Secretary Training

This 1-day program takes place on a Monday immediately preceding a Local Lodge Election program. Because local lodge recording secretaries have extensive obligations with regard to running local lodge elections, local lodges are encouraged to enroll recording secretaries in both the Recording Secretary Training and the Local Lodge Election Program. The program reviews the duties of local lodge recording secretaries and discusses best practices for success. The program is targeted at local lodge recording secretaries, but is open to all local lodge officers as well as district lodge and grand lodge staff. The program takes place on the following dates:

April 14, 2025
July 7, 2025

Local Lodge History Project

This special program welcomes participants from Local or District Lodges. Lodges should select members with an interest in researching, sharing, and preserving the history of their Local Lodge. Participants must develop a project that will illustrate a historical aspect of their Lodge including, but not limited to, exhibits, presentations, preservation of the lodge's historical records and artifacts, and/or oral history interviews.

Curriculum for the Local Lodge History Project includes research strategies, preparing for and conducting oral history interviews, best practices for organizing and preserving Lodge records, and implementing the responsibilities of history committees. This program takes place on the following dates:

September 7-12, 2025

Included in this call letter is the IAM policy letter that details tuition, transportation, and curriculum. Use the link below to register members for this program.

[Local Lodge Administration Registration Form](#)

Registrations should be submitted as soon as possible but no later than 8 weeks before the program is scheduled to begin. If you have any questions about this program, please contact the Winpisinger Center at 301-373-3300.

Thank you for your support of these valuable programs for our members.

With every best wish, I remain in solidarity,

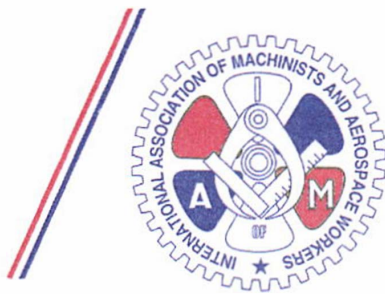
A handwritten signature in black ink, appearing to read "Bryan Bryant", with a long, sweeping horizontal line extending to the right.

Bryan Bryant
International President

BB/tjd

cc: Dir. McHugh
Asst. Dir. Gruber

**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

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September 14, 2015

Subj: William W. Winpisinger Education
and Technology Center Tuition and
Transportation Subsidy Policy Update

Memorandum to Grand Lodge Representatives, Special Representatives, Directing
Business Representatives, Business Representatives, President's and General
Chairmen, Recording Secretaries of all Local Lodges, Secretary-Treasurers of all
District Lodges, Grand Lodge Auditors and Organizers

From International President R. Thomas Buffenbarger and
General Secretary-Treasurer Dora Cervantes

The Policy governing William W. Winpisinger Education and Technology Center
Tuition and Transportation Subsidy was recently reviewed and updated to meet present
and future expectations. This review is done periodically in order to keep cost down and
improve and upgrade the curriculum, which thereby maintains the Winpisinger Center as
a successful institution.

Enclosed is the updated policy issued September 14, 2015.

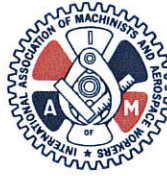
R.T.B.

D.C.

Attachment

cc: Executive Council, COSs
Wagoner, Director W3

**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS**



9000 Machinists Place, Upper Marlboro, MD 20772

POLICY NO. XI.1

**William W. Winpisinger Education
and Technology Center Tuition,
Transportation Subsidy and
Curriculum**

ISSUED: September 14, 2015

The IAM will pay full transportation costs under certain conditions for all participants selected to attend any IAM sponsored function at Winpisinger Center. These conditions are as follows:

1. The name(s) of participants attending any function must be in the Winpisinger Center Administrative Office a minimum of eight (8) weeks prior to the starting date of the function.
2. All transportation (air or rail) will be handled for the participant by Grand Lodge's designated agent, Metropolitan Travel Services, based on information provided by the member. 21-day Super Saver air or rail tickets will be purchased for each participant selected to attend a program upon the completion of a Travel Request Form.
3. If there is a cancellation of attendance once a non-refundable ticket has been purchased for any reason other than a doctor's excuse due to illness or death of the participant or a member of their family; the cost of the ticket will be billed to the local or district lodge sending the participant once the ticket expires. If the ticket is used at another time to attend a William W. Winpisinger function the local or district sending the participant will be charged any change fees or costs associated with the use of the ticket. This also applies to Business Representatives or General Chairpersons.
4. If a ticket is purchased after the 21-day Super Saver Fare deadline, any difference in the super saver round trip ticket and actual cost of the ticket will be the responsibility of the participant or lodge sending the participant.
5. Participants from air transportation lodges are requested to travel by employer furnished passes. Should the employer refuse to supply positive space passes; participants should contact their district for assistance.
6. No reimbursement will be made for tickets purchased by the member or their local or district lodge.

7. Should a participant be required to spend a night while traveling to or from the Winpisinger Center, the cost of such accommodations will not be reimbursed by Grand Lodge.
8. Taxis, rental cars, limousines, buses, subways, parking, etc. will not be reimbursed by Grand Lodge.
9. Grand Lodge will bear no travel costs for any dependents.
10. Should a participant elect to drive their own vehicle, they will be reimbursed at the IRS Standard Rate per mile up to a maximum of 1,600 miles round trip or the equivalent of a round trip super saver air fare, whichever is less. Distance will be determined by the member's home address to Hollywood, Maryland.
11. If space permits, carpooling is strongly encouraged when multiple participants from the same local or district lodge are driving. When carpooling, the reimbursement amount will be determined in a manner consistent with Item # 10 above.

Every IAM member attending any function at Winpisinger Center, when the IAM is the primary sponsor, will attend at no charge for his or her room, meals and refreshments.

Depending on space availability, a participant enrolled in a program may bring his or her family for a minimal charge. The family is restricted to the participant's, spouse or partner, and their children who are living at home. Children under the age of 17 must have adult supervision at all times.

Consistent with the requirements of the curriculum, programs will not exceed five days whenever possible, beginning on Sunday and ending the following Friday.

Recruitment for the Leadership Programs will be according to the Official Announcement Packet for the Machinists Leadership and Train-the-Trainer Programs.

Applicants for the Leadership Programs will be enrolled on a first come, first served basis, and will be based upon the allotments allowed for the number of participants in the specific lodge and / or the General Vice President's territory.

If a lodge applies to send a member for Leadership I, II, Advanced or Train-the-Trainer and all the programs have been filled, that member will be placed on a waiting list by date received for that year. All potential participants remaining on the waiting list at the end of the year will be given first choice of dates for the following year, but must resubmit an enrollment form in a timely manner.

Assignment to staff programs will be on the basis of need and will be assigned by their General Vice President.