

TO: Active Chapters of Sigma Gamma Epsilon
Members of the National Council of SGE

August 30, 2012

RE: Start of the Fall 2012 semester

The purpose of this letter is to welcome all Chapters back to their respective campuses for the start of the 2012-2013 academic year, to provide reminders of things Chapters should be doing, and to provide details on some important news items.

1. SGE electronic membership database

Since fall 2010, SGE has been using new forms for Chapters to report on **Returning Members, New Initiates, and Chapter Officers**. These forms are to be completed electronically and can be found on the SGE Website <<http://www.sigmagammaepsilon.com>> under the Officer Resources link. Note that there is a form for Fall Initiations (June 15 - Jan. 31) and a form for Spring Initiations (Feb. 1 - June 14). Please use the appropriate form, noting that the dates refer to the ACTUAL date of the initiation, NOT the date they are submitted. Once you have completed these forms, save them as files under your Chapter name, e-mail as attachments to even@sigmagammaepsilon.com, and mail printed copies to the National Office of SGE along with dues and fees as appropriate. Please use the Excel versions if possible. If your computer is not compatible with the Excel versions, use the pdf versions and print the information clearly on them. (If you submit the New Initiates form using a printed pdf version, you MUST also electronically submit a typed list of new initiates with the initiation date). It is preferable to submit total dues and fees as **one check**. The New Initiate Form and Returning Member Form are due by November 1st. The Officer Form should be sent to us as soon as you have it.

Please note that dues run the academic year (fall through spring) and not the calendar year (Jan.-Dec.). This is one of the reasons it is so important to have your fall initiation as early as practically possible (and submit your dues and fees and lists no later than November 1st) so that new and returning members can get the full benefit for their dues.

2. Returning members should pay annual dues

We continue to have some Chapters that fail to have their returning members pay annual dues (\$15). To be an active member, students must pay annual dues during their initiation year and each subsequent year of their enrollment. In addition, returning members who will be graduating in December still pay the full annual dues, since membership runs for the academic year. The Constitution specifies that half-year dues be assessed only for those members initiated after February 1st.

3. IRS tax information requests

Although we consider all SGE Chapters to be subordinate organizations under the SGE National Office and they should be covered in a group exemption that we file annually, the IRS may still require subordinates to electronically submit Form 990-N, also known as the e-Postcard. If your Chapter receives such a request, you should file the form so that you do not lose your tax-exempt status. It only takes a few minutes to file the e-Postcard. The form asks for your Taxpayer

Identification Number (EIN), which will be located in the upper right corner of the letter of request. It also asks for your Chapter's address, SGE website (<http://www.sigmagammaepsilon.com>), and we are also suggesting that the Principal Officer (incidentally, type of name is "person") for Chapters be the Chapter Advisor at the same address. That's all the information it requests. If your Chapter should receive a note from the IRS saying "You didn't file a Form 990/990-EZ or 990-N" or "You have lost your tax-exempt status" please contact us.

4. The COMPASS

Editor of the COMPASS, Dr. Larry Davis, has done a fantastic job with the online publication of the COMPASS. Volume 84 (2012) issues 1 and 2 are available online and can be accessed from the SGE home page at <http://www.sigmagammaepsilon.com> or directly by going to <http://digitalcommons.csbsju.edu/compass/>. There is currently one more print issue of the COMPASS that needs to be published (Vol. 83; the Indiana Univ. SGE Convention issue), and that should be available in the near future and will be mailed to all Chapters.

5. Quality Chapter Award

Chapters receiving Quality Chapter Awards for 2012 are: Eta Gamma at Weber State Univ., Gamma Chi at Eastern Illinois Univ., Epsilon Theta at Northwest Missouri State Univ., and Gamma Sigma at the Univ. of Northern Iowa. The Quality Chapter Award is available to all Chapters that achieve the criteria listed on the SGE Website under the link to Awards. They consist of things such as having submitted the Chapter Officers form, New Initiates form, and Returning Member form and appropriate fees and dues to the National Office by the appropriate deadlines. Recognized Chapters receive a certificate and \$50. We encourage all Chapters to consider applying for this award.

6. New SGE Chapters

Congratulations to our newest SGE Chapters: Theta Beta Chapter at SUNY New Paltz and Theta Gamma Chapter at Angelo State University in San Angelo, Texas.

7. SGE pins

Starting this academic year, all new SGE members and returning (dues paying) SGE members will receive an SGE pin. In subsequent years, SGE pins will go to new members only.

8. SGE 42nd Biennial Convention

As noted in my letter to all Chapters on March 14, 2012, the 42nd Biennial Convention of SGE will be held just prior to the Geological Soc. of America annual meeting in Charlotte, NC. The GSA meeting will be Nov. 4-7, so we are planning to have an abbreviated 1-day SGE Convention on Saturday, Nov. 3rd. We hope this will be a convenient and reasonable time slot for those planning to attend GSA. Details appear on the SGE Website and with the additional materials enclosed in this mailing. Names of delegates and alternates must be submitted by Oct. 1.

9. In addition to the SGE Convention on Nov. 3, please make sure you visit the SGE booth in the Exhibit Hall (booth 818) and also check out the SGE Poster Session, which is scheduled for Monday morning Nov. 5th.

We are looking forward to a great Fall Semester for SGE. As always, we will attempt to respond to your requests and inquiries as soon as possible. You can e-mail Paula Even our Administrative Assistant at even@sigmagammaepsilon.com or call 319-273-3818 or fax 319-273-7124.

Best wishes,

James C. Walters
SGE National Secretary-Treasurer