

National Council of The Society of  
Sigma Gamma Epsilon



NATIONAL HONORARY SOCIETY in the EARTH SCIENCES

James C. Walters, National Secretary-Treasurer  
Department of Earth Science  
University of Northern Iowa  
Cedar Falls, IA 50614-0335

Phone: 319-230-2572  
Fax: 319-273-7124  
E-mail: james.walters@uni.edu

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

August 30, 2018

FROM: Jim Walters, National Secretary-Treasurer

SUBJECT: Fall letter

Welcome to the start of the 2018-2019 academic year! This letter provides important updates and reminders of things Chapters should be doing. Much of this is a repeat from last year, but many of you may be new to SGE or just need a reminder of SGE procedures.

1. **New SGE Website and email**

Effective immediately the SGE Website address is [www.sgeearth.org](http://www.sgeearth.org) ([www.sigmagammaepsilon.com](http://www.sigmagammaepsilon.com) will still work for the time being). Associate Director Paula Even's new email is [even@sgeearth.org](mailto:even@sgeearth.org) (her old email address, [even@sigmagammaepsilon.com](mailto:even@sigmagammaepsilon.com) will continue to work).

2. **New SGE mailing address**

Also effective immediately, the SGE chapter correspondence mailing address is now:

Sigma Gamma Epsilon  
P.O. Box 506  
Gilbertville, Iowa 50634

As with the website and email, the old mailing address will still work for the time being. The university mailing system structure often causes delays, and we are anticipating the PO Box address will expedite communication.

3. **SGE electronic membership forms**

The SGE forms for Chapters to report on **Returning Members**, **New Initiates**, and **Chapter Officers** are to be completed electronically and can be found on the SGE Website <[www.sgeearth.org](http://www.sgeearth.org)> 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, email as attachments to [even@sgeearth.org](mailto:even@sgeearth.org), and mail printed copies to the National Office of SGE along with dues and fees as appropriate. Please **email 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 to [even@sgeearth.org](mailto:even@sgeearth.org)). It is preferable to submit total dues and fees as **one check or money order**. The New Initiate Form and Returning Member Form are due by November 15<sup>th</sup>. The Officer Form should be emailed to [even@sgeearth.org](mailto:even@sgeearth.org) as soon as you elect officers.

Please note that dues run the academic year (fall through spring) and not the calendar year. 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 15<sup>th</sup> so that new and returning members can get the full benefit for their dues.

4. **Returning members should pay annual dues**

To be an active member, students must pay annual dues (\$15) 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 1<sup>st</sup>.

#### 5. 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 still requires 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 Form 990-N. The form asks for your Taxpayer Identification Number (EIN), which will be located in the upper right corner of the letter of request. Please make every effort to comply with IRS requests. The SGE tax year ends on August 31<sup>st</sup> and Chapters can file the e-Postcard any time after that, but before the absolute deadline of January 15<sup>th</sup>. This means that for the 2017 tax year the e-Postcard should be filed after Aug. 31, 2018 and before Jan. 15, 2019.

#### 6. The Compass

Many geoscientists have started their career by publishing their first research in *THE COMPASS, the Earth Science Journal of SGE*. We sincerely appreciate the excellent work Editor Dr. Larry Davis does, and he especially welcomes manuscripts from SGE members. The COMPASS can be accessed from the SGE home page at [www.sgeearth.org](http://www.sgeearth.org) or directly by going to [digitalcommons.csbsju.edu/compass/](http://digitalcommons.csbsju.edu/compass/).

#### 7. Quality Chapter Award

2018 Quality Chapter Awards winners are: Gamma Sigma at the Univ. of Northern Iowa, Gamma Chi at Eastern Illinois Univ., and Eta Gamma at Weber State Univ. 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. All Chapters are encouraged to consider applying for this award.

#### 8. Chapter Service Award

Chapter Service Awards went to three Chapters in 2018: Eta Gamma at Weber State Univ., Gamma Sigma at the Univ. of Northern Iowa, and Gamma Chi at Eastern Illinois Univ. Chapter members must complete a significant outreach and/or service project or multiple projects during the year. Chapters recognized with this award receive a certificate and \$50. Chapters conducting outreach and/or service projects are asked to submit photos of their activities to be posted on the SGE Website and/or the Facebook page.

#### 9. Department addresses

We suggest that all Chapters use Departmental addresses when notifying the SGE national office of where to send shingles, membership cards, and pins. We have had several instances of lost items when sent to off campus addresses.

#### 10. SGE at GSA

The SGE Poster session at GSA in Indianapolis will tentatively be held on Monday, November 5<sup>th</sup>, 9:00 am to 6:30 pm. As in previous years, SGE will be presenting both the National Council Award and the Austin Sartin Award for the two best posters. Only active SGE members are eligible for these awards. This means members who have paid dues for last academic year (2017-2018) OR have paid dues already for this year (2018-2019), postmarked and sent to SGE, PO Box 506, Gilbertville, IA 50634 and submitted electronically to [even@sgeearth.org](mailto:even@sgeearth.org) by October 18<sup>th</sup>). Also, while at GSA please make sure you visit the SGE booth in the Exhibit Hall (**booth 439**). We hope to see many of you there.

We are looking forward to a great year for SGE. As always, we will attempt to respond to your requests and inquiries as soon as possible. You can email Paula Even our Associate Director at [even@sgeearth.org](mailto:even@sgeearth.org) or call 319-505-3391 or fax 319-273-7124.

Best wishes,



James C. Walters  
SGE National Secretary-Treasurer