

National Council of The Society of
Sigma Gamma Epsilon



NATIONAL HONORARY SOCIETY in the EARTH SCIENCES

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

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Welcome to the start of the 2019-2020 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. SGE website and electronic membership forms

Big changes will be coming to the SGE website this October! Forms will be completed and submitted online with an option to pay online. For a period of time, the new online forms will be available with the old forms until the transition is complete. Until the transition is complete, members can use the new submission forms or members can continue to complete the current **Returning Members, New Initiates, and Chapter Officers** found on the SGE Website <www.sgeearth.org> under the Officer Resources link and follow the procedure listed below. Please 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, 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 in an email to even@sgeearth.org). Please submit total dues and fees as **one check or money order. The New Initiate Form and Returning Member Form are due by November 1st**. The Officer Form should be emailed to 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 1st** so that new and returning members can get the full benefit for their dues.

2. 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 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 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 31st and Chapters can file the e-Postcard any time after that, but before the absolute deadline of January 15th. This means that for the 2018 tax year the e-Postcard should be filed after Aug. 31, 2019 and before Jan. 15, 2020.

4. 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 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 or directly by going to digitalcommons.csbsju.edu/compass/.

5. Quality Chapter Award

2018-2019 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.

6. Chapter Service Award

Chapter Service Awards went to five Chapters in 2018-2019: Eta Gamma at Weber State Univ., Gamma Sigma at the Univ. of Northern Iowa, Gamma Chi at Eastern Illinois Univ., Alpha Alpha at the Univ. North Carolina, Chapel Hill, and Gamma Omicron at the Univ. of New Orleans. 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.

7. SGE at GSA

The SGE Poster session at GSA in Phoenix will be held on Tuesday, September 24, 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 (2018-2019) OR have paid dues already for this year (2019-2020), postmarked and sent to SGE, PO Box 506, Gilbertville, IA 50634 and submitted electronically to even@sgeearth.org by September 9th.

Also, while at GSA please make sure you visit the SGE booth in the Exhibit Hall (**booth 435**). We hope to see many of you there.

8. SGE National Convention

The 45th Biennial Convention of SGE will be held April 3-5, 2020 and hosted by Eta Alpha Chapter at the University of Tennessee at Martin. Eta Alpha Chapter is already working on plans for this important event, and it is not too early for chapters to start planning on attending. An official delegate from each chapter and the chapter advisor will receive travel stipends for the Convention. The upcoming Call to Convention will contain further information.

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

Best wishes,



James C. Walters
SGE National Secretary-Treasurer