

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

September 29, 2020

The Coronavirus pandemic has caused the start of the 2020-2021 academic year to take on a totally new look, but the SGE National Office will attempt to provide Chapters with the information and support needed to continue to function properly. This letter provides important information updates and reminders of procedures Chapters should be following.

1. SGE electronic membership forms

**The forms to submit Returning Members, Initiates, and dues** are now online and can be accessed on the SGE website on the home page or under the link to Officer Resources <[www.sgeearth.org](http://www.sgeearth.org)>. At the conclusion of your submission, you will have the option to pay online or to send your payment through the mail with a copy of your completed forms. If you choose to mail your payment please send a check or money order payable to Sigma Gamma Epsilon with a copy of your forms to:

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

The **Chapter Officers form** is also available on the Officers Resources page. Please DO NOT use the former paper forms. Thank you.

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 on or after February 1<sup>st</sup>.

3. IRS tax information requests

All SGE Chapters are considered subordinate organizations under the SGE National Office and they should be covered in a group exemption that we file annually. However, 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 2019 tax year the e-Postcard should be filed after Aug. 31, 2020 and before Jan. 15, 2021.

#### 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](http://www.sgeearth.org) or directly by going to [digitalcommons.csbsju.edu/compass/](http://digitalcommons.csbsju.edu/compass/).

#### 5. Quality Chapter Award

2019-2020 Quality Chapter Award 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 three Chapters in 2019-2020 Gamma Sigma at the Univ. of Northern Iowa, Gamma Chi at Eastern Illinois Univ., and Eta Gamma at Weber State Univ. 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

As most of you know, the Geological Society of America Annual Meeting, to have originally been held in Montreal, is now a virtual meeting this fall. For many years SGE has sponsored a poster session at the Annual Meeting, and this year is no exception. But it will be different in that it will be done online. The SGE Poster session is scheduled for Monday, October 26, 12:30 – 4:30 p.m. As in previous years, SGE will be presenting both the National Council Award and the Austin Sartin Award for the two best posters.

#### 8. SGE National Convention – TENTATIVE!!

The 45<sup>th</sup> Biennial Convention of SGE, scheduled to be held in April 2020 at the University of Tennessee at Martin, was unable to be held due to the Coronavirus. It is now tentatively scheduled for April 9-11, 2021, at the same location with the same great schedule of activities. Eta Alpha Chapter at the University of Tennessee at Martin will be hosting the 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. We will have a much better grasp of the evolving situation in January and will reach out to you then with updates and further information.

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

Best wishes,



James C. Walters  
SGE National Secretary-Treasurer