

National Council of The Society of
Sigma Gamma Epsilon



NATIONAL HONORARY SOCIETY in the EARTH SCIENCES

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DATE: January 22, 2011

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

FROM: Jim Walters, SGE Secretary-Treasurer

RE: Start of the Spring 2011 semester

The purpose of this letter is to welcome all Chapters back to their respective campuses for the start of the second half of the 2010-2011 academic year and to provide details on some of the many things that have been happening with Sigma Gamma Epsilon.

1. SGE electronic membership database is taking shape

We are no longer using the Initiate Data Cards! Starting fall 2010, SGE began 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 under the Officer Resources link or on the Home Page under New Forms. The SGE Website is located at

<http://www.sigmagamaepsilon.com>. Once you have completed these forms, save them as files under your Chapter name, e-mail as an attachment to even@sigmagammaepsilon.com, and mail printed copies to the National Office of SGE along with dues and fees as appropriate. Please note that it is preferable to submit total dues and fees as **one check**.

2. Spring half-year dues

If your Chapter conducts an initiation ceremony this spring, after February 1st, in addition to the one-time initiation fee of \$25, new members will pay half-year dues of \$8, for a total of \$33. This is sometimes misunderstood by Chapters. The Constitution specifies that half-year dues be assessed only for those members initiated after February 1st. So, for new members initiated in the fall and for all returning members (even if graduating that fall) it is necessary to pay full year (annual) dues of \$15.

If you have yet to send in your list of returning members, new initiates, appropriate dues and fees, and your chapter officers list, please do so as soon as possible.

3. IRS tax information requests (this is a repeat from the fall welcome back letter)

Small tax-exempt organizations (SGE Chapters) whose annual gross receipts are normally \$25,000 or less may be required 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.sigmagamaepsilon.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.

4. The COMPASS

Progress is being made on the SGE journal, the COMPASS. Volume 81 is currently at the printer and should be in the mail very soon. As noted in last fall's welcome back letter, delegates to the SGE biennial convention last spring elected Dr. Larry Davis as the new editor, and he has been making efforts to convert the COMPASS to an online publication.

5. Quality Chapter Award

The **Quality Chapter Award** is available to all Chapters that meet the qualifications. These qualifications 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 on time. Guidelines and applications for this award are available on the SGE Website under the Awards link. The first Quality Chapter Awards will be based on the 2011-2012 academic year and will be awarded May 2012.

6. W. A. Tarr Award

Each **active Chapter** of SGE has the option of granting the W. A. Tarr Award to an outstanding student in the Earth Sciences. The Tarr Award consists of a certificate and a check for \$50 and is normally given to a graduating senior on the basis of scholarship and activity in the department. Regulations are noted on the form and may be used as a guide in your selection process. Please note that it is important that we have the recipient's full name, date of presentation, and your Chapter name. The form is available on the SGE Website under the link to Awards. Please note that only active Chapters can grant a Tarr Award. Active Chapters are those that submit annually the New Initiates form, Returning Members form, and Chapter Officers form along with appropriate fees and dues by November 1st. **NOTE: Because of the change in the office of the National Secretary-Treasurer and other changes necessitated by the move of the National Office, for this year only, we will use February 15th as the date by which these materials must be submitted to the National Office. In the future, we will again be using the November 1st date.**

7. Vote on Petition from Adrian College

Last fall we received a petition from Adrian College in Michigan to establish a Chapter of SGE on their campus. Vice President of the Northeastern Province, Dr. Mark Noll, has conducted a site visit and prepared a letter in that regard. His letter is included with this mailing. All active Chapters and members of the National Council of SGE are invited to vote regarding the granting of a charter for a new Chapter at Adrian College. Please cast your Chapter's vote electronically by e-mailing your response to even@sigmagammaepsilon.com. Please place "(Your Chapter name) Vote" in the subject line. Votes must be submitted by February 28th.

We are looking forward to a great Spring Semester for SGE. As always, we will attempt to respond to your requests and inquires 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