

National Council of The Society of  
Sigma Gamma Epsilon



NATIONAL HONORARY SOCIETY in the EARTH SCIENCES

James C. Walters, National Secretary-Treasurer  
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TO: Active Chapters of Sigma Gamma Epsilon  
Members of the National Council of SGE

FROM: Jim Walters, National Secretary-Treasurer

SUBJECT: Spring Welcome Back letter

January 22, 2020

Welcome back to the start of the second half of the 2019-2020 academic year! This note provides reminders of SGE procedures and details on some of the many SGE activities.

1. SGE electronic membership forms

**The form to submit initiates and dues is 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.

2. Spring half-year dues

If your Chapter conducts an initiation ceremony this spring, after February 1<sup>st</sup>, in addition to the one-time initiation fee of \$25, new members will pay half-year dues of \$8, for a total of \$33. Chapters sometimes misunderstand this. The Constitution specifies that half-year dues be assessed **only** for those members initiated after February 1<sup>st</sup>. 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 held an initiation last fall and have not yet sent in your list of returning members, new initiates, appropriate dues and fees, and your chapter officer's list, please do so as soon as possible.

Also, please note that dues can only be paid for the current academic year (2019– 2020); they cannot be paid “ahead” for the next academic year (2020 – 2021).

3. Department addresses

We continue to have issues with lost items when they are sent to off-campus addresses. For this reason, all shingles, membership cards, cords etc. will be sent to the advisor at the departmental address unless the advisor requests otherwise.

4. Honor cords

Order forms for honor cords can be found on the SGE Website under SGE Products. We try to send out the cords as soon as we receive the order, but we ask that chapters and individual allow three weeks to process orders. Submitting your order and payment online does speed up the process.

5. The COMPASS

*The COMPASS*, the earth science journal of SGE, is an open-access online publication available at <http://digitalcommons.csbsju.edu/compass/>. It can also be accessed from the SGE homepage at [www.sgeearth.org](http://www.sgeearth.org) SGE members (either undergrads or grad students) who have carried out research, are encouraged to submit their research results to Dr. Larry Davis, Editor, at [ldavis@csbsju.edu](mailto:ldavis@csbsju.edu). Chapters are also welcomed and encouraged to send chapter activities information and pictures.

#### 6. IRS tax information requests and filing Form 990-N (e-Postcard)

Although all SGE Chapters are considered subordinate organizations under the SGE National Office, and we file a parent organization return each year, the IRS requires subordinates to electronically submit annually Form 990-N, also known as the e-Postcard. 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 IRS letter of request (or contact the SGE National Office for this number). It also asks for your Chapter's address, SGE website (your local Chapter's Website, if you have one) 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. **The SGE fiscal year runs from Sept. 1<sup>st</sup> to Aug. 31<sup>st</sup>**, and for the 2019-2020 fiscal year Chapters can file any time after Aug. 31, 2020 but before Jan. 15, 2021. You can find instructions for submitting Form 990-N (e-Postcard) at [www.irs.gov/990n](http://www.irs.gov/990n). It appears the IRS expects Chapters to file a new 990-N **every year**, so please make every effort to comply.

#### 7. Quality Chapter Award

The **Quality Chapter Award** is available to all Chapters that meet the qualifications, which consist of things such as having submitted the Chapter Officers form, Initiate and Returning Member form and appropriate fees and dues to the National Office by the deadlines. Guidelines and applications for this award are available on the SGE Website under the Awards link. A chapter must complete the **Quality Chapter Application** and submit it with supporting materials to [even@sgeearth.org](mailto:even@sgeearth.org) by May 31<sup>st</sup>. Award winning chapters receive a \$50 check and a certificate.

#### 8. W. A. Tarr Award

Each **active Chapter** of SGE has the option of granting the W. A. Tarr Award to an outstanding SGE member 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.

Also note that **only active Chapters can grant a Tarr Award**. Active Chapters are those that submit dues and the Chapter Officers form annually.

#### 9. Chapter Service award

The **Chapter Service Award** recognizes Chapters providing exemplary outreach and service to their campus and/or community. A form specifying the requirements is available on the SGE Website under the link to Awards. A certificate and a check for \$50 will be presented to each Chapter recognized with this award. A chapter must complete the **Service Award Application** and submit it along with supporting materials to [even@sgeearth.org](mailto:even@sgeearth.org) by May 31<sup>st</sup>. The application is located on the webpage under awards along with the service project form. Please complete a **separate service project form for each service project completed**.

#### 10. SGE National Convention

The 45<sup>th</sup> Biennial Convention of SGE will be held April 3 – 5, 2020 and will be hosted by Eta Alpha Chapter at the University of Tennessee at Martin. Eta Alpha Chapter members have been working on plans for an exciting and enjoyable convention. Chapters should put these dates on their calendars and start planning to attend. An official delegate from each active chapter and the chapter advisor will receive travel stipends for this meeting. The Convention will run Friday afternoon through Sunday late morning/early afternoon, with a field trip on Saturday. Chapter reports, National Officers' reports, and other business will make up the rest of the meeting. Chapters wishing to have business items brought before the delegates must notify the National Office of their intentions by March 15. The upcoming Call to Convention will contain further information.

We wish you all the best for a productive and enjoyable Spring Semester, and we look forward to hearing from you whenever we may be of assistance. You can contact 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