

## STEPS IN ESTABLISHING A NEW CHAPTER OF SIGMA GAMMA EPSILON

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### *National Honorary for the Earth Sciences*

**STEP 1 – PETITION.** Students within a recognized four-year college or university may petition to establish a new chapter within their geoscience department. A minimum of five qualified students is needed to establish a chapter. In addition, a faculty member of the department must be willing to serve as chapter advisor. Any registered student, majoring in a branch of the Earth Sciences, who has completed at least 10 semester hours or 15 quarter hours of Earth Science courses, with a minimum average GPA of 3.00 for all Earth Science courses, and a minimum 2.67 overall GPA, is qualified for membership.

The petition should include the following:

1. Letter of intent (cover letter), signed by all the petitioning students, that includes the name and location of the college or university.
2. Letters of support from the department chairman and potential chapter advisor. Letters from other faculty members and/or administrators (e.g., dean of the college) also may be included. The point is to demonstrate that there will be a *long-term* commitment by the department to sustaining an active chapter.
3. Brief personal record for each petitioner (name, address, e-mail address, class year, geoscience credits, geoscience GPA, overall GPA, summary of science-related interests and activities).
4. Information about your college or university (history and accreditation) and your geoscience department (faculty, program[s] of study, and courses). This may be photocopies of the pertinent pages from your college catalog.

The completed petition should be mailed to:

Dr. Rick Ford  
P. O. Box 324  
Cedar Falls, IA 50613

It does expedite the process to email a copy to [rford@weber.edu](mailto:rford@weber.edu).

**STEP 2 – CAMPUS VISIT.** After receiving your petition, the regional Vice President for your province, or another national officer, will contact the students and/or faculty advisor to arrange a short visit to your department. Typically, the visit includes a meeting with the petitioning students, a meeting with the department chair and faculty advisor, and a tour of the department and its facilities. After the campus visit, the national officer will submit a report to the National Office.

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**STEP 3 – THE VOTE.** The report on the site visit is distributed to all members of the National Council. A majority vote of the National Council is required to grant a charter for a new chapter. This step is largely a formality.

**STEP 4 – THE INSTALLATION.** Following a positive vote, the National Office will notify your department to proceed with their first initiation ceremony. The date of this ceremony becomes the date of charter for a new chapter.

Ideally, this four-step process can be completed within one academic year. However, the exact time-line depends on faculty and student schedules within the petitioning department and the availability of the National Officers.

**Questions about this process may be addressed to:**

Dr. Rick Ford  
National Secretary-Treasurer  
[rford@weber.edu](mailto:rford@weber.edu)

Or

Dr. Steve Bennett  
National President  
[sw-bennett1@wiu.edu](mailto:sw-bennett1@wiu.edu)

**You also are encouraged to check out The Society's website:**  
<http://www.sgeearth.org>



**THE SOCIETY OF SIGMA GAMMA EPSILON**  
A National Honorary for the Earth Sciences

The Society shall have for its objectives the scholastic and scientific advancement of its members and the extension of friendship and assistance among colleges, universities, and scientific schools with recognized standing which are devoted to the advancement of the Earth Sciences. Furthermore, the Society shall encourage research and publication—both at the undergraduate and graduate level.