

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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HAPPY NEW YEAR! I hope your chapter had an enjoyable and productive fall and that your members are excited for spring semester. If your chapter is only just now returning to pre-pandemic activities, we understand and appreciate your efforts. Below is important information regarding steps your chapter should take to maintain or regain its active status. **Please forward this letter to your chapter officers and encourage them to share this information with all members.**

1. Society/Chapter Membership

As of August 1, 2021, new members (student or associate) pay a one-time fee of \$55 to become a **LIFETIME MEMBER** of the Society.

Ideally, spring initiations should take place prior to March 15 and chapters should submit their Member Form (including the names of new lifetime members) online by that date. This form can be accessed on the SGE website <www.sgeearth.org> under the link to Officer Resources. 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 324
Cedar Falls, IA 50613

If your chapter previously submitted the names of its **returning members** (those members initiated prior to the 2022-2023 academic year) on a Member Form during the fall semester, there is no need to list those members on the spring submission. However, **if your returning members were not reported during the fall semester, please list them on your spring Member Form.** For various reasons, the national office needs to know the total number of students participating in SGE activities during the academic year.

2. W.A. Tarr Award

Each **active chapter** of SGE has the option of presenting the **W.A. Tarr Award** to a graduating active member of the chapter. The award -- based on scholarship, leadership, service, and collegiality -- includes a certificate and a check for \$50. The award criteria and application form, to be submitted by the chapter advisor by **April 1, 2023**, are available on the SGE website under the link to Awards. Please allow 3-4 weeks for delivery of the certificate and check. For the purposes of the Tarr Award, an **active chapter** is one that has submitted dues during the current academic year.

3. The Compass: Earth Science Journal of Sigma Gamma Epsilon

Many geoscientists started their career by publishing their first paper, including undergraduate research, in *The Compass*. Janet Vote (Janet.Vote@utsa.edu) is SGE's new National Editor and she welcomes manuscripts from SGE members. *The Compass*, SGE's official peer-reviewed publication, can be accessed from the SGE home page at www.sgeearth.org or by going directly to digitalcommons.csbsju.edu/compass/.

4. James C. Walters Quality Chapter Award

The 2021-2022 Quality Chapter Award winners were Gamma Sigma Chapter (University of Northern Iowa) and Gamma Chi Chapter (Eastern Illinois University). The **James C. Walters Quality Chapter Award** is available to all chapters that meet the criteria listed on the SGE Website under the link to Awards. They consist of things such as having submitted the

Officer Form, Member Form, and appropriate fees to the National Office by the stated deadlines. Recognized Chapters receive a certificate and a \$50 award. The deadline for submitting the **JCW Quality Chapter Award Application** and supporting **Service Project Forms** (one for each service project) is **May 31, 2023**. The Quality Chapter Award is named in honor of Dr. James C. Walters, a long-serving National Secretary-Treasurer and former National President. Jim did much to support SGE at the national level during his distinguished university career.

5. Chapter Service Award

Chapter Service Awards went to three chapters in 2021-2022: Gamma Sigma Chapter (University of Northern Iowa); Gamma Chi Chapter (Eastern Illinois University); and Eta Gamma Chapter (Weber State University) in recognition of their exemplary service and outreach activities. Specific criteria are listed on the SGE Website under the link to Awards. Chapters earning this award receive a certificate and a \$50 award. The deadline for submitting the **Service Award Application** and supporting **Service Project Forms** (one for each service project) is **May 31, 2023**. Chapters conducting outreach and/or service projects are also asked to submit photos of their activities to be posted on the SGE Website and/or the Facebook page.

6. New Mission Statement

The student delegates to our 46th biennial convention (September 2022) approved a new mission statement for SGE:

Sigma Gamma Epsilon is a national honor society that supports and encourages academic excellence, professionalism, and scholarship in the Earth Sciences. With guidance from the National Officers, student members shape and maintain the constitutional objectives of this honor society. The Society is committed to diversity and inclusion and promotes collaboration between and among faculty, students, and professionals in colleges and universities.

7. Please Check Your Spam Folder

This letter was also sent to you in an email. We commonly receive reports from chapter advisors that they are not receiving communications from the national office. Please check your spam folder and/or contact us if this is an issue for you.

8. 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 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 2022 tax year the e-Postcard should be filed after August 31, 2022 and before January 15, 2023. However, better late than never.

My first year as National Secretary-Treasurer is going by quickly. I have been involved with SGE throughout my academic career (chapter advisor, National President, Western Province VP) and I am enjoying working in my new role with the other members of the National Council to support the mission of SGE.

If you have any questions about your chapter's standing, SGE honor cords and the like, please contact Lee Potter, SGE's new Associate Director, at the National Office, 319-505-3391 or potter@SGEearth.org. Of course, you are always welcome to contact me directly (rford@weber.edu).

Regards,



Richard L. (Rick) Ford, PhD, PG
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