
ASEE MEMBER SERVICES
AMERICAN SOCIETY FOR ENGINEERING EDUCATION (ASEE):
BY-LAWS OF THE FIRST-YEAR PROGRAMS DIVISION

Adopted: June 1982

Revised: June 1989, June 1993, June 1998, June 2006, June 2016

[A] NAME

The name of this division shall be the First-Year Programs Division (FPD)

[B] OBJECTIVES

The objectives of this division are identical with the objectives of the Society as set out in the ASEE Constitution, with an emphasis on those objectives that pertain to lower-division engineering students, especially those in their first year of an engineering program (transfer or entering), and the various programs that pertain to the first year of an engineering program. Additionally the unit shall:

1. Promote the inclusion of diverse individuals in engineering and increase the participation of underrepresented groups within the First-Year Programs Division, particularly in positions of leadership; and
2. Recognize that having a diverse membership is important to maintaining a community that embraces new perspectives and ideas in order to best serve the students and faculty at our institutions and within our organizations.

[C] MEMBERSHIP

The members of this division shall be those members of the American Society for Engineering Education (ASEE) who identify to ASEE their wish to be affiliated with the group each year and who pay the division dues annually. Dues for the FPD will be proposed by the FPD Executive Committee and approved by a majority vote of the members present at the annual division business meeting or respondents to an online vote of division membership.

[D] ORGANIZATION

The division shall be administered by an Executive Committee (aka the Board) composed of eight (8) division members elected by the FPD membership for terms of four (4) years each with the terms staggered so that two members are elected each year. The **Chair and Immediate Past Chair** will be additional members unless already members of the Executive Committee. This will only occur if their elected term as an Executive Committee Director expires before completing FPD officer succession. A quorum shall consist of five (5) members of the Executive Committee. New Executive Committee members shall be elected by a plurality of members present and voting at the annual business meeting held in conjunction with the ASEE annual conference.

The Chair or a representative selected by the Chair shall represent the division on the Council Board of the Professional Interest Council to which the division has been assigned by the Society.

[E] OFFICERS

[1] The division's officers shall be:

- Chair** — serving a term of one year and succeeding to the position of **Immediate Past Chair**
- Vice Chair** — serving a term of one (1) year and succeeding to the position of **Chair**.

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Vice Chair-Elect — serving a term of one (1) year and succeeding to the position of **Vice Chair**. The **Vice Chair-Elect** is elected from the Executive Committee by its members at the annual division board meeting.

Secretary — serving a term of one (1) year, this office does not succeed to another position and may be combined with **Treasurer**. Any division member may be elected **Secretary** by majority vote of the members present at the annual division business meeting.

Treasurer — serving a term of one (1) year, this office does not succeed to another position and may be combined with **Secretary**. Any division member may be elected **Treasurer** by majority vote of the members present at the annual division business meeting.

Program Chair — serving for a term of one (1) year. The **Program Chair** succeeds from the **Program Chair-Elect**. In the event the **Program Chair-Elect** is unwilling or unable to assume and fulfill the duties of the **Program Chair**, any division member may be appointed by the Executive Committee.

Program Chair-Elect — serving for a term of one (1) year and succeeding to the position of **Program Chair**. The **Vice Chair-Elect** normally serves as the **Program Chair-Elect**. In the event the **Vice Chair-Elect** is unwilling or unable to fulfill the duties of the **Program Chair-Elect**, any division member may be elected to the position by majority vote of the members present at the annual division business meeting.

Executive Committee Director — eight (8) directors serve terms of four (4) years. Two Directors are elected by majority vote of the members present at the annual division business meeting. Additional Directors may be elected to fill unexpired terms at this election.

Immediate Past Chair

Nominating Committee Chair — appointed by the Executive Committee from the membership (this position is automatically filled by the **Immediate Past Chair** if no **Nominating Committee Chair** is appointed)

Awards Committee Chair — appointed by the Executive Committee from the membership (this position is automatically filled by the **Program Chair** if no **Awards Committee Chair** is appointed)

Newsletter Editor — appointed by the Executive Committee from the membership (this position is automatically filled by the **Chair** if no **Newsletter Editor** is appointed)

Webmaster — appointed by the Executive Committee from the membership

Historian — appointed by the Executive Committee from the membership (this position is automatically filled by the **Secretary** if no **Historian** is appointed)

First Year Engineering Experience (FYEE) Conference Program Chair — serving for a term of one (1) year. The **FYEE Program Chair** succeeds from the **FYEE Program Chair-Elect**. In the event the **FYEE Program Chair-Elect** is unwilling or unable to assume and fulfill the duties of the **FYEE Program Chair**, any division member may be appointed by the Executive Committee.

First Year Engineering Experience Conference Program Chair-Elect — serving for a term of one (1) year and succeeding to the position of **FYEE Program Chair**. The **FYEE Program Chair-Elect** is elected by majority vote of the members present at the annual division business meeting.

- [2] The Chair and other elected officers shall assume their duties at the close of the division's business meeting conducted at the annual meeting of the Society. Appointed officers shall assume their duties upon appointment.

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- [3] The Chair and Vice-Chair are Executive Committee positions. If either of their terms on the Executive Committee expires they remain on the Executive Committee until the completion of their term as Immediate Past Chair.
- [4] In the event of the resignation or death of one of the members of the Executive Committee, the vacated office shall be filled for the duration of the unexpired term by a person to be appointed by vote of the Executive Committee, except that:
- [a] in the event of the resignation or death of the Chair, the Chair-Elect (i.e., the Vice Chair) shall take office as Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;
 - [b] in the event of the resignation or death of the Vice Chair, the Vice Chair-Elect shall take office as Vice Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;
 - [c] in the event of the resignation or death of the Immediate Past Chair, the vacated office shall not be filled for the duration of the unexpired term;
 - [d] in the event of the resignation or death of the Program Chair, the Program Chair-Elect shall take office as Program Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;
 - [e] in the event of the resignation or death of the FYEE Program Chair, the FYEE Program Chair-Elect shall take office as Program Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected.

[F] DUTIES OF OFFICERS

- [1] The CHAIR shall:
- Have administrative responsibility for the conduct of all functions of the division in accordance with these by-laws and the policies and procedures established by the Executive Committee.
 - Schedule, organize and conduct annual business meetings of the division and all meetings of the Executive Committee.
 - Appoint all standing committees authorized by these by-laws and special committees authorized by the Executive Committee.
 - Compile an annual report of the activities of the division as requested by the Secretary of the Society.
 - Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds.
- [2] The VICE CHAIR shall:
- Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
 - Succeed the Chair upon completion of his/her term in office.
 - Take office as Chair, as specified in [E 4-a] above, in the event of the resignation or death of the Chair before his/her term is completed.
- [3] The PROGRAM CHAIR shall:
- Arrange and coordinate the division's activities at the Society's annual meeting.

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- Work with the Executive Committee to develop technical programs in accordance with the division's objectives.
 - Coordinate sessions within the time frame set by ASEE headquarters for inviting speakers, notifying headquarters of logistical needs, etc., as set forth in the "Program Chair Guidelines" available from the ASEE Conferences department.
 - Work with ASEE Conferences department staff in the on-site management of sessions.
- [4] The PROGRAM CHAIR-ELECT shall:
- Assist the PROGRAM CHAIR in planning the division's events for the next annual meeting.
 - Succeeds to the PROGRAM CHAIR upon completion of his/her term in office and becoming PROGRAM CHAIR for the next annual meeting.
- [5] The TREASURER shall:
- Oversee and maintain the financial records of the division and regularly report on financial status to the Executive Committee.
 - Collect division income, if any, and disburse monies authorized by the division Chair.
 - Keep records of all the division's outstanding receivables and payables.
 - Ensure that all the division's financial activities conform to the standards and procedures set forth in the ASEE Financial Policy Manual, which is available from the ASEE Accounting department.
- [6] The SECRETARY shall:
- Record the minutes of Executive Committee meetings and the annual business meeting, and distribute copies of the minutes to appropriate division and Society officers.
 - Be responsible for the official records of the Executive Committee and the division, and ensure that the files of the division are passed along to his/her successor.
 - Tabulate, verify, and communicate the results of division elections and other ballots.
- [7] The DIRECTORS shall:
- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the division may establish.
- [8] The IMMEDIATE PAST CHAIR shall:
- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the division may establish.
- [9] The NOMINATING COMMITTEE CHAIR shall:
- Lead the Nominating Committee in developing the list of candidates for division elections.
 - Keep the Executive Committee informed about the activities and progress of the Nominating Committee.
- [10] The AWARDS COMMITTEE CHAIR shall:
- Lead the Awards Selection Committee in selecting recipients of division awards in accordance with the provisions of each award and the policies and procedures established for awards by the Executive Committee of the division.
 - Promptly communicate awardees selection and information to ASEE headquarters.
 - Notify awardees and nominator of selection and of presentation details.
 - Plan the presentation ceremony.
 - Notify nominators whose nominees were not selected.
 - Keep the Executive Committee informed about the activities and progress of the Awards Committee.
- [11] The NEWSLETTER EDITOR(S) shall:

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- Collect, evaluate, and edit material for periodic newsletters to the division membership.
- [12] The WEBMASTER shall:
- Develop and maintain the division's web site.
 - Ensure that the division web site adheres to the policies and standards of the Society as to privacy and all other internet issues.
- [13] The HISTORIAN shall:
- Keep, catalog, and transfer to his/her successor those division documents that are not normally kept by the Secretary or/and Treasurer but are records of the activities and achievements of the division and its members.
 - Be responsible for filing the appropriate historical documents in the division's paper or/and electronic archival library.
- [14] The FYEE PROGRAM CHAIR shall:
- Coordinate with the General Chair and FYEE Steering Committee to develop the conference program.
 - Select discussion topics for the FYEE Conference.
 - Post call for papers and workshops for the FYEE Conference.
 - Oversee the abstract and paper review process for the FYEE Conference.
 - Oversee paper, workshop and presentation selection for the FYEE Conference.
 - Arrange the FYEE Conference sessions and workshops in collaboration with the FYEE General Chair.
- [15] The FYEE PROGRAM CHAIR-ELECT shall:
- Assist the FYEE PROGRAM CHAIR in preparation of succeeding to this position in the next year.
 - Succeeds to the FYEE PROGRAM CHAIR upon completion of his/her term in office and becoming PROGRAM CHAIR for the next FYEE Conference.

[G] ELECTION OF OFFICERS

- [1] The Vice Chair-Elect will be elected from the Executive Committee by the members of the committee at their annual division board meeting and must have at least two (2) years remaining in their elected term of service on the Executive Committee. The Nominating Committee shall annually nominate two or more candidates for the Executive Committee, and at least one candidate for FYEE Program Chair-Elect. The Nominating Committee will also nominate qualified members for the positions of Secretary and Treasurer. The Secretary, Treasurer, FYEE Program Chair-Elect, and two Executive Committee members will be elected by vote of the division members present at the annual division business meeting. A Program Chair-Elect will be nominated by the Nominating Committee and elected by the membership if the Vice Chair-Elect is unable or unwilling to serve as Program Chair-Elect.
- [2] Additional nominations for these elective offices may be made at the annual division business meeting by any division members who is present at the meeting. These additional nominees shall be voted on along with the nominees selected by the Nominating Committee.
- [3] Except in the case of a special election necessitated by the resignation or death of the Chair-Elect, as required in [E 4-b] above, election of officers shall be conducted by written ballot among those members of the division actually present at the annual division business meeting. Special elections may be conducted by e-mail, providing that those members of the division who do not have e-mail addresses on record have the opportunity to vote by either mail or fax.

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[H] COMMITTEES

- [1] The Executive Committee shall establish such standing and ad hoc committees as it deems necessary to carry out the activities of the division.
- [2] At least three standing committees shall be maintained: the Nominating Committee Awards Committee, and Communications Committee.
- [3] The Nominating Committee consists of three (3) persons: the Nominating Committee Chair, a current member of the Executive Committee, and one FPD Member-at-Large who is not currently serving in any elected or appointed office in the FPD. The Nominating Committee Chair shall appoint the Member-at-Large. This committee shall be responsible for nominating new members to the Executive Committee and for the positions of Secretary, Treasurer, FYEE Program Chair-Elect, and, if needed, Program Chair-Elect. If a Nominating Committee Chair is not appointed the Immediate Past Chair fills the position of Nominating Committee Chair.
- [4] The Awards Committee consists of the Chair, Vice Chair, Program Chair, and Program Chair-Elect. The division Chair may appoint other division members to the committee and appoint a member of the committee other than the program chair to serve as Awards Committee Chair.
- [5] The Communications Committee consists of the Secretary, Newsletter Editor and the Webmaster. The Division Chair shall appoint one member of the committee to serve as Communications Committee Chair. Additional members can be added by the Executive Committee.
- [6] The FYEE Steering Committee will consist of at least six (6) individuals. Membership on the Steering Committee will be for a three (3) year term. The term of service is staggered to allow for at least two (2) new members to be moved onto the FYEE Steering Committee each year. Said members will be appointed by the Executive Committee of the ASEE FPD with preference for, but not limited to, individuals who have been part of a prior FYEE Conference Committee.

[I] MEETINGS & ACTIVITIES

- [1] An annual business meeting of the division shall be held during the annual conference of the Society. Those members present at the meeting shall constitute a quorum. The business meeting shall include at least:
 - [a] Reports from the incumbent officers on the division's activities for the preceding year, membership, and finances.
 - [b] Election of officers for the following year.
 - [c] Presentation of division awards, unless the division schedules a separate function for that purpose.
- [2] An annual FYEE conference sponsored by the division shall be held at an appropriate date as determined by the FYEE Steering Committee. The FYEE conference shall include one or more technical/professional sessions and workshops or other such sessions as appropriate and follow the guidelines of the FYEE Steering Committee.

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- [3] The Executive Committee shall hold an Executive committee meeting and a division business meeting during the annual conference of the Society and special meetings throughout the year as called by the Chair. Five (5) members of the Executive Committee present at meetings of the Executive Committee shall constitute a quorum.
- [4] The Executive Committee may establish such other activities as deemed desirable to promote the objectives of the division.
- [5] All meetings of the division are open to all interested persons. Only members of the Executive Committee, however, are eligible to vote on Executive Committee matters. Only members of the division are eligible to vote on division-wide matters, including the election of officers at the annual division business meeting.
- [6] The FYEE Steering Committee will meet face-to-face at least once annually to discuss matters related to the FYEE Conference, normally at the annual conference of the Society or at the FYEE Conference. Two-thirds of the members of the FYEE Steering Committee shall constitute a quorum.

[J] PUBLICATIONS

- [1] The division shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the division.
- [2] In accordance with Article VIII of the ASEE Constitution, papers and discussions presented at meetings of ASEE and the councils or groups therein shall become the property of ASEE and may be published as ASEE series, miscellaneous or occasional publications if authorized by the Board of Directors or its delegated representative. The ASEE Board of Directors, through its delegated representative, may grant permission to publish such papers and discussions elsewhere on condition that ASEE receive proper credit or may waive any property right ASEE may have in the paper or discussion. Papers not accepted for publication shall be returned to the authors and shall no longer be considered the property of the Society.

[K] AMENDMENTS

- [1] Amendments to these by-laws may be made at the annual business meeting of the division, or by mail or e-mail ballot at any time during the year, upon affirmative vote by two-thirds of the members who vote. If e-mail balloting is used, those members who do not have e-mail addresses on their membership records shall be provided the opportunity to cast their vote by mail or fax. Only members of the division may vote on proposed amendments to the by-laws.
- [2] Proposed amendments to these by-laws shall be prepared by a committee of three (3) division members appointed by the division Chair. Proposed amendments shall be sent to the full membership of the division by letter or in the publications of the division not less than 30 days before they are to be voted upon. Proposed amendments may also be sent to members by e-mail, providing that they are also sent by mail to those members who do not have an e-mail address on their membership records.
- [3] Amendments approved by the division membership shall be submitted through the Professional Interest Council (PIC) Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

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[L] OTHER PROVISIONS

- [1] Any provision of these by-laws shall be deemed invalid if it contravenes the Constitution and By-Laws of the Society or of the Professional Interest Council (PIC) to which the division belongs.
- [2] The rules contained in Robert's Rules of Order, latest edition, shall govern this division in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and By-Laws of the Society and the By-Laws of this division. In all other matters, the Constitution of the Society shall govern.