

**AMERICAN COLLEGE OF SURGEONS
PROCEDURES TO ORGANIZE/ESTABLISH A CHAPTER**

The Board of Regents of the American College of Surgeons has established the following protocol to be used in organizing a Chapter.

1. The state, area, province, or country must have a Fellow who is an elected member of the College's Board of Governors. If a Governor has not been elected, at least 15 Fellows in that country can request that a Governor be elected.
2. The Governor of the College should send a letter to the Chair of the Board of Regents notifying the College of the intent to organize a Chapter.
3. Fellows of the College eligible for membership in the proposed chapter must be sent a letter over the signature of the Governor, informing them of the plans for a Chapter, asking each Fellow to vote either "yes" or "no" on the proposal.
4. If a majority of the Fellows vote affirmatively for the organization of a Chapter, this information must be communicated to the College.
5. Upon receipt of the formal notification, the proposed Chapter will be sent a set of sample bylaws and an outline for a provisional group of officers. Written bylaws for the proposed Chapter must be submitted to the College for review by the College's counsel.
6. Once the College has determined that the submitted bylaws are in proper order or need revisions, the Governor or designated chapter officer will be notified. Upon receipt of the document, if necessary, the recommended changes should be incorporated into the proposed Chapter's bylaws.
7. After the provisional officers have been elected at a meeting called for this purpose, a formal letter petitioning recognition as a Chapter must be sent to the Chair of the Board of Regents. Along with the formal petition, the College should receive the final Bylaws and a listing of the provisional officers from the proposed Chapter. The Board of Regents is solely responsible for granting charters. No formal recognition of a Chapter can be made until the Board of Regents has reviewed the formal petition for a charter and acted favorably.
8. Following formal action by the Board of Regents, a charter will be prepared, signifying the existence of the new Chapter.