

1. The state, area, province, or country must have an ACS Fellow who is an elected member of the ACS Board of Governors. If a Governor has not been appointed, at least 15 active Fellows in that area, province, or country can nominate a Governor and an alternate and submit that request to the Board of Governors Executive Committee. All nominations for the Board of Governors are approved and ratified once per year during Clinical Congress in October.
2. Once a Governor is approved by the Board of Governors, ACS members eligible for membership in the proposed chapter should be informed of the plan to form a chapter.
3. ACS Chapter Services staff will send the Fellows working on forming the chapter a set of sample bylaws and an outline for a provisional slate of officers. Written bylaws for the proposed chapter must be submitted to Chapter Services for review and approval.
4. Chapter Services staff will send the Governor and other Fellows working on forming the chapter necessary revisions to the proposed bylaws. Once it is determined the submitted bylaws are in proper order, the Governor and other Fellows working on forming the chapter will be notified.
5. Provisional chapter officers need to be elected/selected at a meeting called for this purpose by the Governor or other Fellows on the formation committee. All chapter officers are required to be ACS members.
6. Once chapter bylaws and a slate of chapter officers are finalized and approved, a formal petition to form an ACS chapter will be submitted by Chapter Services to the Board of Regents for its February, June, or October meeting agenda.
8. Following formal action by the Board of Regents, a charter will be prepared, signifying the existence of the new ACS chapter.