

AMERICAN THORACIC SOCIETY
CHAPTER PERFORMANCE GUIDELINES

BYLAWS (Required by ATS)

1. **Standard:** Each ATS Chapter will have at least 30 Active ATS members.
 Rationale: Stipulated in the ATS bylaws.
2. **Standard:** Each ATS Chapter will hold at least one scientific meeting each year.
 Rationale: Stipulated in the ATS bylaws.
3. **Standard:** Each ATS Chapter will have at least one business meeting each year.
 Rationale: Stipulated in the ATS bylaws.
4. **Standard:** All officers of an ATS Chapter will be Active ATS members.
 Rationale: Stipulated in the ATS bylaws.
5. **Standard:** ATS Chapters will submit all reports required by the ATS Board of Directors.
 Rationale: Stipulated in the ATS bylaws.
6. **Standard:** Each ATS Chapter will elect and sponsor (financial) a Representative to the ATS Council of Chapter Representatives.
 Rationale: Stipulated in the ATS bylaws.
7. **Standard:** The Chapter Representative to the Council will be elected by a mail ballot by a majority of the Active ATS members of the Chapter.
 Rationale: Stipulated in the ATS bylaws.
8. **Standard:** The elected Representative to the Council will serve a three-year term and may not be elected for more than two consecutive terms.
 Rationale: Stipulated in the ATS bylaws.
9. **Standard:** Each ATS Chapter will have one Representative Councilor. If the Chapter's membership includes more than 200 Active ATS members, it may have an additional representative.
 Rationale: Stipulated in the ATS bylaws.
10. **Standard:** Each ATS Chapter will adopt bylaws that will not conflict with those of the Society.
 Rationale: Stipulated in the ATS bylaws.

COMMUNICATION

11. **Standard:** An officer of the ATS Chapter's corresponding Lung Association should be a voting member of the Chapter's Executive Committee (governing body) and vice versa.
Rationale: This will facilitate communications between the two groups.
12. **Standard:** The ATS Chapter's Representative Councilor should be a member of the Chapter's Executive Committee (governing body).
Rationale: This will facilitate communication from the Chapter to the ATS and vice versa.
13. **Standard:** Each ATS Chapter should be represented at every meeting of the ATS Council of Chapter Representatives by either the Councilor or an informed substitute.
Rationale: This will facilitate communication from the Chapter to the ATS and vice versa.
14. **Standard:** Reports from the Chapter's Executive Committee (governing body) regarding both Chapter and ATS activities (perhaps in the form of a newsletter) should be sent to the Chapter membership at least once a year. Information about lung association activities should be included.
Rationale: This will improve communication about Chapter/Society activities and provide an opportunity for Chapter members to provide comments and suggestions regarding the Chapter/Society.
15. **Standard:** It is generally recognized that where there is a strong and active Chapter there is a strong and active Lung Association. The Chapter should encourage participation by its members on the various Committees of the corresponding Lung Association.
Rationale: This will facilitate communication between the two groups and identify areas of mutual benefit and cooperation fostering a stronger more active organization.

MEMBERSHIP

16. **Standard:** Each ATS Chapter should conduct a membership drive, at least once a year, to recruit new Active ATS members and others into the Chapter.
Rationale: This will increase overall Chapter Membership and provide the opportunity for more individuals to participate in Chapter/Lung Association activities.
17. **Standard:** The Chapter should encourage its non-ATS members to membership in the ATS.
Rationale: This will increase the ATS membership and provide the breadth and depth of membership needed for increasing Society activities.

ADMINISTRATION

18. **Standard:** The planning process, and the responsible individual(s), for the scientific and business meetings of the Chapter should be clearly stated in the Chapter's bylaws.
Rationale: This will provide continuity in the meeting planning process and ensure the highest quality meetings possible.
19. **Standard:** The Chapter's bylaws should be reviewed, and updated if necessary, at least every five years.
Rationale: This will ensure that the bylaws are up to date.
20. **Standard:** The mail ballot election for the ATS Representative Councilor should be in the final quarter of the calendar year (October, November, December) with the results communicated to the ATS by the middle of January of the following year.
Rationale: This will facilitate planning for Council activities and selecting Council representation on the ATS Committees.