**ADDENDUM TO THE METROPOLITAN NEW YORK CONSTITUTION**

**RESPONSIBILITIES OF CHAPTER OFFICERS AND DIRECTORS**

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*NYC DOE Retired*

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Milagros Martínez

*ISLA HS - Retired*

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*John Jay HS*

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*Vineland Charter School*

Catherine Scott

*BETA, Kennedy Campus*

**Newsletter Editor**

Dr. L. Soto-Fernández

John Jay College, CUNY

1. All officers and directors are expected to support the mission of the AATSP.
2. All officers and directors must be dues paying members in good standing of the AATSP national and by extension the New York Metropolitan chapter.
3. All officers and directors are expected to support the chapter activities.
4. All officers and directors are expected to attend the board meetings. If non-attendance to a board meeting or a general membership meeting is expected, it is the responsibility of the officer or board member to inform the president before the meeting.
5. All officers and directors are expected to fulfill their assigned responsibilities.

* The chapter president is expected to execute the plans of the board with the

assistance of the chapter officers and directors.

* The vice-president of the Gala is expected to take the lead in planning and

executing the plans of the board of directors.

* The vice-president of the NSE is expected to meet the NSE deadlines as set

forth by the national office and the chapter and to arrange for the awards

ceremony.

* The chapter secretary is expected to record the minutes of the board meetings.
* The chapter treasurer is expected to maintain the financial records in good

order, to disburse payments for chapter expenses; to maintain communication

with the national office with regard to dues and to membership, as well as, to

to provide an end of year financial report to the board at the September board

meeting.

* The directors are expected to assist the chapter officers to fulfill their

responsibilities in maintain the activities of the chapter.

* All written communications on behalf of the board must be approved and

copied to the president.