

## **Notice of Portola Valley PTO Bylaws Change**

The following change to the Portola Valley PTO Bylaws will be voted on at the PV-PTO meeting on Thursday, June 7, 2007. Please come to the meeting to vote or direct any comments or concerns to Sallie DeGolia at [degolia@stanford.edu](mailto:degolia@stanford.edu).

**The recommended changes are, as follows:**

**And in Article VI Section 7... The Auditor shall:**

*Add: e. conduct periodic reviews of the PV-PTO as outlined by the Conflict of Interest Policy adopted by the PV-PTO.*

**In Article X Section 5. Commercial Paper.**

*All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by at least two of the following officers of the organization: the treasurer, a president or a vice president, or by any other person as authorized in writing by a vote of the executive board.*

**Shall be changed to:**

*All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by at least one of the following officers of the organization: the treasurer, a president or a vice president, or by any other person as authorized in writing by a vote of the executive board. For an amount of \$500.00 or greater, e-mail approval for the release of funds must be obtained from at least one other of the above-authorized officers in addition to the officer signing the checks, drafts, or other orders for the payment of money on behalf of the organization.*