Instructions: For each section, reference the applicable **OkACTE Bylaws Article/Section**, then compare it directly to your **Division Bylaws language**. Note alignment, gaps, or conflicts and recommend action.

Governance & Leadership Structure

	OkACTE Bylaws Reference (Article/Section)	Division Bylaws Reference (Article/Section)	Aligned? (Yes/Partial/No)	Notes / Needed Revisions
Leadership roles & duties				
Officer term lengths				
Succession & vacancies				
Officer eligibility requirements				

Key Review Questions

- Do division officer roles mirror OkACTE definitions and expectations?
- Are term limits and succession processes consistent with OkACTE bylaws?
- Where does practice differ from written language?

Member Representation & Voting

OkACTE Bylaws Reference	Division Bylaws Reference	Aligned?	Notes / Needed Revisions
Membership categories			
Voting rights			
Quorum requirements			
Electronic/virtual voting			

Key Review Questions

- Are all OkACTE-recognized membership categories addressed?
- Are voting rights consistent with OkACTE policy?
- Does division language allow electronic or virtual participation where OkACTE permits it?

Committees & Assigned Duties

OkACTE Bylaws Reference	Division Bylaws Reference	Aligned?	Notes / Needed Revisions
Required standing committees			
Committee appointment process			
Committee chair responsibilities			

Key Review Questions

- Are required committees reflected at the division level?
- Are committee duties clearly defined and realistic?
- Are any committees missing or outdated?

Financial Governance

OkACTE Bylaws Reference	Division Bylaws Reference	Aligned?	Notes / Needed Revisions
Budget authority			
Financial oversight			
Expenditures & reimbursements			
Audit or review expectations			

Key Review Questions

- Are approval processes clearly documented?
- Is transparency sufficient for members and leadership?

Meetings & Decision-Making

OkACTE Bylaws Reference	Division Bylaws Reference	Aligned?	Notes / Needed Revisions
Meeting frequency			
Notice requirements			
Quorum definitions			
Virtual/hybrid meetings			

Key Review Questions

- Are meeting requirements practical and consistent?
- Do bylaws allow flexibility for virtual or hybrid meetings?
- Are decision-making processes clear and efficient?

Member Needs & Future Growth

OkACTE Bylaws Reference	Division Bylaws Reference	Aligned?	Notes / Needed Revisions
Member engagement			
Leadership development			
Modern communication methods			

Key Review Questions

- Do bylaws support current engagement practices?
- Is leadership development addressed or implied?
- Where can language be modernized or simplified?

Accountability & Dispute Resolution

OkACTE Bylaws Reference	Division Bylaws Reference	Aligned?	Notes / Needed Revisions
Disciplinary procedures			
Conflict resolution			
Officer accountability			

Key Review Questions

- Are disciplinary processes clear and fair?
- Do members understand how conflicts are handled?
- Is there sufficient protection against misuse of authority?

Summary & Action Items

Sections Fully Aligned:

Sections Needing Revision:

High-Priority Bylaws Updates Recommended:

1.
2.
3.

Next Steps (committee review, legal review, member vote, etc.):