

**BYLAWS OF  
DEPARTMENT OF THE AIR FORCE  
COMPANY GRADE OFFICERS' COUNCIL**

**ARTICLE 1  
NAME AND AUTHORITY**

The name of the organization shall be Department of the Air Force Company Grade Officers' Council and hereafter shall be referred to as DAF CGOC. This private organization will be operated online or as deemed otherwise by the simple majority of the Council Members. The organization shall be self-sustaining and is not an instrumentality of the United States Government. It operates with the support of the Director of Staff, Headquarters Air Force, and by the base and regional councils located around the world. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations. For previously approved base and region constitutions and bylaws, the former name "National CGOC" is defined contemporarily as and presently known as "DAF CGOC."

**ARTICLE 2  
PURPOSE AND MISSION**

The purpose of the Department of the Air Force Company Grade Officers' Council is to function as a professional and social organization, established to promote the professional development, community service, and morale of Air and Space Forces Company Grade Officers (CGOs), as well as to provide CGOs with leadership and mentorship to their bases and communities.

The mission of the Department of the Air Force Company Grade Officers' Council is to connect base councils globally to grow and develop leaders by leveraging Department of the Air Force resources to build a robust community of Lieutenants and Captains.

**ARTICLE 3  
MEMBERSHIP OR PATRONAGE**

- a. The membership of the Company Grade Officers' Council consists of all base councils—both CONUS and OCONUS—that are in existence and have elected or named base-level leadership.
- b. The membership of the DAF CGOC leadership specifically will include the Executive Council, Officers, Region Directors, department-level leadership and appointed advisors.
- c. Members may be liable under the laws of their state for organizational debts or liabilities in the event the organization's assets are insufficient to discharge liabilities.

- d. Membership restriction and related action based upon race, religion, color, sex, age, orientation, national origin, or any other protected class is prohibited. Additionally, there will be no discrimination or action based upon Air Force Specialty Code, unit, active duty versus reserve status, marital status, longevity of service, or longevity of time on station.
- e. Membership in the DAF CGOC is open to Lieutenants (Second and First) and Captains in the officer grades of O-1 to O-3 in the United States Air Force, Air Force Reserve, Air National Guard, and Space Force. Appointed advisors are not bound by the rank or military service requirement.

#### **ARTICLE 4**

#### **OFFICERS AND GOVERNING BODY**

- a. The officers of the DAF CGOC shall consist of: Chairman, Vice Chairman, Secretary, Treasurer, Region Directors (Western Region, Eastern Region, European Region, and Pacific Region), Technology Director, Professional Development Director, Communications Director, General Counsel, Reserve/Guard/Space Force Liaison(s), Standing Committee Chairs, and Ad Hoc Committee Chairs. At the DAF level, the officers may be adjusted and fitted to the needs of the organization based on the Chairman's intent. Duties of the officers are outlined in Article 7.
- b. The Executive Council shall consist of the following officers: Chairman, Vice Chairman, Secretary, and Treasurer. Chairman shall preside over all official meetings of the general membership, the officers, or the Executive Council. In the case of the Chairman's absence, the Vice Chairman—or appointed officer—will preside over the meetings.
- c. Members of the DAF CGOC Executive Council will be CGOs in the Department of the Air Force (Air Force, Air Force Reserve, Air National Guard, or Space Force). Members of the Executive Council are expected to resign after a suitable transition period as determined by the DAF CGOC officers if a change in circumstances violate these requirements to include promotion to Major or separation from the Department of the Air Force. Waiver authority for the DAF CGOC Executive Council lies with the Chairman with the exception of the Chairman role, which is waived by concurrence of the Region Directors.
- d. The position of the Chairman shall be filled by only one person with previous experience as a DAF CGOC Executive Council member, Region Director, a Division Chief on a Region staff. The other Executive Council members should also be filled by one person each with previous experience as a DAF CGOC officer, Region Director, a Division Chief on a region staff, or base CGOC President.

- e. The Company Grade Officers' Council will have four regions led by a Director each to act as intermediaries to the base CGOCs within the defined area of responsibility under the DAF CGOC and provide support to the base CGOC leadership. Larger regions may be subdivided into divisions led by a Division Chief. The membership of the Regions will be determined by geography and may be adjusted by the DAF CGOC Executive Council with the consent of the appropriate Region Director(s).
- f. An officer serving on the Executive Council may not concurrently serve as a region officer, base CGOC President, or base CGOC Vice President. An officer may serve in other positions at the associated base CGOC but will be excluded from any voting committees to include awards when it involves that individual's base.
- g. Special councils may be established by the DAF CGOC Executive Council that exist outside of geographically aligned parameters and fall directly under the DAF CGOC, rather than under a region. Examples may include the Holm Center CGOC (serving CGOs assigned to disparate commissioning sources) and Air Force Recruiting Service CGOC (serving CGOs assigned to disparate communities to serve as recruiters).

## **ARTICLE 5 MEETINGS AND ELECTIONS**

- a. Meetings will be held at least quarterly and follow the operating timeline of a calendar year.
- b. When required, a meeting of DAF CGOC officers and Region Directors will be held for the election of the Chairman who serves for a two-year term or until resignation or promotion. Procedures for nominations and the elections are outlined in Article 6 of the Bylaws.
- c. Quorum is established to be 50% of the Officers (present and in absentia). This can be overturned by unanimous consent of the Region Directors or a supermajority 90% of all base CGOCs' Presidents.

## **ARTICLE 6 ELECTIONS AND VOTING**

- a. Nominees for the DAF CGOC Executive Council will be voted on by the currently serving DAF CGOC Officers with the Chairman being elected first and the votes for the remaining Executive Council positions occurring thereafter. The nominee with the majority of the votes will win in each case. If there is only one nominee for a position, a vote will still be held by the aforementioned voting officers. If there are two or more nominees for a given position, and no majority win prevails, then a secret ballot will take place until a winner is selected by

removing the person who received the least votes in succession.

- b. The officers (excluding the Executive Council) will be appointed by the Chairman and affirmed by concurrence of the other officers at a General Meeting or Special Meeting.
- c. Executive Council officers can be removed by the unanimous consent of the Region Directors or a supermajority 90% of all base CGOCs' Presidents.
- d. Region Directors can remove committee directors by unanimous consent or a supermajority 90% of all base CGOCs' Presidents.
- e. Any officer on the Executive Council may make a motion to remove another officer (excluding the Executive Council) and the Chairman can decide to sustain or reject the motion for removal.

## **ARTICLE 7 DUTIES OF OFFICERS**

- a. It shall be the duty of all officers to ensure the Department of the Air Force Company Grade Officers' Council (DAF CGOC) and its members comply with AFI 34-223 and all other directives affecting the operation of the DAF CGOC. The responsibilities and duties of the following officers include:
  - b. Chairman. Functioning as both executive director of the DAF CGOC and leading the Executive Council and officers in support of the Company Grade Officers' Council general membership, the Chairman is responsible for maintaining vision, oversight, and direction for the DAF CGOC. Chairman shall liaise with the Senior Advisor and their Executive Staff in the Pentagon. Chairman serves as the public face for the DAF CGOC, including handling media matters and region advisor matters. Chairman signs off on Quarterly and Annual Awards packages, informs winners, and sends messages to Wing/CC or equivalent, when applicable. Priorities include maintaining connection to region and base CGOCs, ensuring projects selected by the DAF CGOC are on track and on time, and working for and with committees to help in the accomplishment of selected goals.
  - c. Vice Chairman. Functioning as both director of operations of the DAF CGOC and helping lead the Executive Council in the Chairman's absence, the Vice Chairman is responsible for helping support the vision, oversight, and direction for the DAF CGOC through primarily facilitating leadership with the region CGOCs and direct-report councils. Vice Chairman shall work with Region Directors to ensure Quarterly and Annual Awards are submitted in a timely manner and shall support events that enhance DAF CGOC connectivity to the larger DAF community, including events such as the AFA Symposium. Priorities include communication with the region CGOCs down to the base councils and overseeing Communications Director and Professional Development projects and programs that enhance the DAF CGOC brand.

- d. Secretary. Functioning as both Director of Staff of the DAF CGOC and helping lead the Executive Council in the Chairman's and Vice Chairman's absence, the Secretary is responsible for helping support the vision, oversight, and direction for the DAF CGOC through primarily facilitating leadership within the DAF CGOC among its officers and committees. Secretary shall manage, support, and elevate tasks, duties, responsibilities, and outcomes of DAF CGOC officers. Secretary will record and publish minutes from meetings or appoint an officer to record minutes in the Secretary's absence. Priorities include communication with DAF CGOC officers and committee chairs and overseeing committees (excluding Communications Director and Professional Development) and their projects and programs that enhance the DAF CGOC brand.
- e. Treasurer. As an officer on the Executive Council, the Treasurer is responsible for helping support the vision, oversight, and direction for the DAF CGOC and maintaining fiduciary responsibility of DAF CGOC budgets, expenses and fundraising, where applicable. Treasurer shall support the Chairman through assigned tasks. Priorities include supporting the Executive Council as a voting member and providing advice on fundraising for councils.
- f. Region Directors are ex officio representatives of the region CGOCs at DAF CGOC meetings. Responsibilities are listed in the constitutions and bylaws of the respective regions to include providing timely roster updates and facilitating communication to the base councils.
- g. Technology Director. The Technology Director ensures maintenance and upkeep of the DAF CGOC website and affiliated web-based programs. Priorities include that the website is maintained and updated and that resources created by the Professional Development Committee are uploaded and organized on the website.
- h. Professional Development Director. The Professional Development Director sources, develops, and provides resources that aid in the development of base CGOC growth and sustainment. Priorities include uploading at least one resource per quarter that aids base CGOCs in their functions, as well as sourcing and developing additional resources to provide a robust website resources page on the DAF CGOC website. The Professional Development Director will pull information from the experience and wisdom of the Board of Advisors and provide this in a format that base CGOCs can use to share with their members.
- i. Communications Director provides consistent presence on social media platform(s) to continually advertise the work that CGOCs and CGOs are doing globally, as well as professional development opportunities and resources. Priorities include posting on social media platform(s) throughout the week and managing image oversight of posts and comments to ensure that they uphold and promote DAF and CGOC values. Additional duties include, but are not limited to, producing podcasts, newsletters and public relations campaigns that enhance the public image and work of the DAF CGOC.

- j. General Counsel. A member of the Judge Advocate General's Corps may be appointed to provide advice with a particular preference for experience supporting volunteer organizations.
- k. AFRC / ANG / USSF Representative. Officer(s) may be appointed to represent the particular interests of the CGOs from the Total Force component(s).

## **ARTICLE 8 ADVISORS**

- a. The mentorship and support from advisors is pivotal for strengthening the professional development of CGOs. To advance the CGOC mission, the following advisors are established on a Board of Advisors. Advisors are non-voting, ex officio of the DAF CGOC. The advisors offer guidance and support to the Executive Council members.
- b. Senior Advisor. The Headquarters Air Force Director of Staff—or in the absence of HAF/DS, a commissioned officer in the grade of O-9 selected by the Executive Council—will serve as the Senior Advisor to the DAF CGOC. Senior Advisor may be requested by the DAF CGOC Chairman to meet quarterly over phone or video call for the purpose of providing updates on CGOC to HAF and receive mentorship for the DAF CGOC. The DAF CGOC may request to submit CGO-created innovation ideas, data capture in CGOC mission areas, and awards for consideration by the Senior Advisor. Senior Advisor will endorse DAF CGOC-selected winners of quarterly and annual awards to include signature on certificates. Senior Advisor will represent the DAF through the respective service chiefs to the CGOC at-large.
- c. FGO Advisor. An O-5 or O-6 on the Senior Advisor's staff will serve as the primary conduit for administrative communication and setting up meetings. FGO Advisor will also serve as a mentor to the Executive Council.
- d. SNCO Advisor. An E-9 may be appointed to serve as an enlisted mentor for the Executive Council with requested duties as determined by the Chairman.
- e. Chairman Emeritus. Upon successful completion of service as Chairman of the DAF CGOC, the officer serving in that role may be appointed by the incoming or current DAF CGOC Chairman to serve on the Board of Advisors at the request of the current Executive Council. More than one Chairman Emeritus may serve as an advisor concurrently.
- f. Other ad hoc advisors may be appointed by the Executive Council.

**ARTICLE 9  
FINANCES AND  
TAXES**

- a. The DAF CGOC is a stand-alone legal entity. As such, the DAF CGOC is financially responsible for overhead costs associated with operating its council. Such costs include, but are not limited to: website, email, social media, and telecom account.
- b. Treasurer will be responsible for monitoring overhead costs and reporting them during each DAF CGOC meeting.
- c. Shall the DAF CGOC want to pursue fundraising, as a means of covering expenses, they may do so through fundraising events, service charges, donations, etc. with an understanding of all parties involved that the DAF CGOC is not a legal entity and is not tax exempt.
- d. The DAF CGOC will comply with all local, state, and federal laws.

**ARTICLE 10  
AMENDMENTS**

Amendments to the bylaws may be submitted by any officer of the DAF CGOC or region CGOC boards, or by a CGOC member in good standing in his/her base council with the concurrence of the associated region CGOC by submitting the request through the base CGOC President to the Region Director. At the earliest possible date, the proposed amendment will be presented to the DAF CGOC during either a standing or special meeting. To be adopted, the amendment must obtain a 75% vote by the DAF CGOC Council Members.

**CERTIFICATION OF BYLAWS**

These bylaws are submitted for approval by the DAF CGOC Council Members:

Chairman

20 April 2024

Date

Adopted and approved by 75% vote of the DAF CGOC Council Members on 20 April 2024.