



ARNOLD AIR SOCIETY
LT WILLIAM GLOVER FARROW SQUADRON
AFROTC DETACHMENT 775
UNIVERSITY OF SOUTH CAROLINA



Lt William G. Farrow Squadron Constitution

PREAMBLE

We, the Arnold Air Society cadets of AFROTC Detachment 775, in order to aid in the development of Air Force officers, create a more efficient relationship within our detachment and with cadets of other detachments, support aerospace power in its role in national security, and further the purpose, traditions, and concepts of the United States Air Force, do hereby establish this Constitution. This Constitution states the intentions, characteristics, and by-laws of this organization.

ARTICLE I: NAME

The official name of this organization shall be the Lt William Glover Farrow Squadron of the Arnold Air Society, named in honor of University of South Carolina alumnus Lt William Glover Farrow of the United States Army Air Corps, who sacrificed his life in the Doolittle Raid upon execution by the Imperial Japanese Army on 15 Oct 1942. Hereafter, the organization shall be referred to as the "Squadron."

ARTICLE II: CHARTER DATE

The effective charter date of the Squadron, installed at the University of South Carolina and hosted by AFROTC Detachment 775, is 1 Dec 1955.

ARTICLE III: MOTTO

The Squadron's motto shall be, "*Draft skills, not stats!*."



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ARTICLE IV: MEMBERSHIP

4.1. Classifications of Membership. There are four classifications of membership within the Squadron, which are active, inactive, associate, and honorary.

4.1.1. Active. An active member is anyone who has completed all of the provisions of Section 4.2 within this Constitution. To remain active, he/she must renew his/her active membership by paying the annual national dues. Active members may hold staff positions, attend conclaves, apply for scholarships or internships, vote in elections or Squadron legislation (one vote per active member, regardless of rank or amount/type of positions held), and wear AAS insignia.

4.1.2. Inactive. An inactive member is anyone who previously attained active membership by failing to uphold active member standards. Active member standards are at the discretion of the current squadron commander and squadron advisor. New initiates are not authorized to immediately opt for inactive membership and must complete at least one year in active membership before they may do so. Inactive members may not hold staff positions, attend conclaves, apply for scholarships or internships, vote in elections or Squadron legislation, wear AAS insignia (with the exception of the AAS Membership Ribbon) or participate in candidate training. Inactive members must continue to pay AAS national dues in order to retain the right to regain active membership.

4.1.3. Associate. An associate member is anyone who is a member of the corresponding Silver Wings Chapter, if present. Rights of associate members within AAS are at the co-discretion of the Squadron Commander and Chapter President, as well as any applicable sections of this Constitution and the SW Chapter's Constitution.

4.1.4. Honorary. An honorary member is someone who has contributed greatly to the Squadron but is not eligible for the other three forms of membership, and inherently most of the rights associated with these forms of membership (with the exception of attending conclaves). Honorary members are selected by a unanimous vote of all active Squadron members, and the membership lasts for life. Honorary members are not required to complete the CTP, pay dues, or be a cadet in AFROTC. Former Squadron members who left under less than honorable circumstances are not eligible for honorary membership.

4.2. Requirements for Attaining Active Membership. In order to attain active membership, the individual must have cadet status, complete the Candidate Training Program, and pay national dues and any other affiliated fees.

4.2.1. Cadet Status. All active members must be cadets at AFROTC Detachment 775 (i.e. have cadet status). If cadet status is ever terminated, so is membership in the Squadron. If a former AAS member returns to the AFROTC program, and the member left under honorable circumstances, then his/her AAS membership is reactivated upon payment of all necessary fees. Otherwise, it is not reactivated.

4.2.2. Completion of Candidate Training Program. All cadets wishing to attain active membership must complete the Candidate Training Program (CTP), regardless of AS year or prior experience (unless the cadet is transferring from another AAS squadron under honorable circumstances). Race, religion, gender, ethnicity, sexual orientation, and other potentially discriminatory factors may not bar anyone from partaking in the CTP. Successful completion of this program is at the discretion of the CC and CTO. These officers may impose additional requirements within the CTP such as passing a particular amount of academic quizzes. Approval from the Squadron Advisor and Region Director of Training for any such



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requirements is mandated. Upon completion of the CTP, initiates become AAS C/2d Lt selectees. The rank becomes official after all necessary fees are paid in full.

4.2.3. Payment of Dues. All initiates are required to pay national dues and any other affiliated fees. The initiate will not attain membership or the official rank of AAS C/2d Lt until these dues are paid in full.

ARTICLE V: PROBATION STATUS

5.1. Purpose. To ensure active members are remaining involved in the squadron and the Arnold Air Society as a whole. Stipulations to enforce this probation status will be at the discretion of the CC.

5.2. Procedure. Any active member that is being reclassified into inactive status for not upholding standards will be formally counseled by both the squadron advisor and the CC. Refer to section 4.1.2 for inactive membership details. Probation status may only be activated no more than once a year for each inactive member. Two or more probations statuses simultaneously constitute immediate removal of membership status in AAS.

5.3. Regaining Active Member Status. Reactivating active membership for inactive members will be at the discretion of the CC and the squadron advisor. The terms for the reclassification will be related to how the inactive member in question lost their active membership (ex. if they became an inactive member because they did not reach the community service goal, then they will need to both reach that goal next semester and do an extra 50% of the required total per active member).

ARTICLE VI: STAFF OFFICERS

6.1. Position Titles, Abbreviations, and Addition/Deletion. Officers of the Squadron shall be as follows: Commander (CC), Deputy Commander (CD), Joint Relations Officer (JRO), Operations Officer (DO), Information Management Officer (IM), Financial Management Officer (FM), Public Affairs Officer (PA), Candidate Training Officer (CTO), Support Officer (DS), Morale, Welfare, & Recreation Officer (MWR), Webmaster (WM) and Chief of Protocol (COP). The CC reserves the right to add or delete positions as necessary within his/her staff, to include assistants.



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6.2. Ranks. AAS rank is independent of AFROTC rank. To distinguish, AAS rank shall be referred to, for example, as “Arnold Air Society Cadet Second Lieutenant” instead of just “Cadet Second Lieutenant” (the latter of which would be assumed to be a C/2d Lt in AFROTC, not AAS).

6.2.1. Assigned Ranks for Officers. The CC shall hold the rank of AAS C/Maj. The CD, COP and JRO shall hold the rank of AAS C/Capt. All other officers, including those whose positions were created by the CC such as assistants, shall hold the rank of AAS C/1st Lt, unless other governing manuals state otherwise. Squadron members who have never held a position shall hold the rank of AAS C/2d Lt.

6.2.2. Rank Retention. Members retain the highest rank they have held after completing one term in office under honorable circumstances, per discretion of the CC. Failure to complete one term in office under honorable circumstances, per any provisions within this Constitution, shall result in reverting to the previous rank held before the individual assumed office.

6.3. Term in Office. One standard term in office for all positions is one year, though some special circumstances may exist if offices become vacant before the term expires per other provisions within this Constitution. All terms begin/end after the last National Conclave (NATCON) business session ends.

6.4. Election/Selection. Any active member, regardless of AS year, prior experience, or any other potentially discriminatory factor, has the right to run for any office. Former members, inactive members, and honorary members may not hold any office. Associate members (i.e. members of Silver Wings) may hold the offices of MWR, COP and WM only.

6.4.1. Election of Squadron Commander. The CC shall be elected by a majority vote of all active members in the Squadron. In the event of a tie, the outgoing CC’s vote determines the selectee. The outgoing CC must have his/her successor determined by 28 Feb (i.e. the election must be finished by this date). The current CC may not run for reelection if at least one other active member wishes to run for election. If nobody wishes to run for the CC office, the current CC may opt to serve another term in office if not graduating before the NATCON of the subsequent term. If the current CC desires to relinquish command and nobody is running for the CC office, he/she shall discuss the issue with the Squadron Advisor and select a replacement by 7 Mar.

6.4.2. Election/Selection of All Other Officers. The incoming CC reserves the right to either hold elections of his/her staff, or select his/her staff personally. All of the incoming CC’s staff members must be determined no later than two weeks before the first day of NATCON. The outgoing CC has no authority in personally determining the incoming staff (other than his/her vote if elections are held in lieu of the incoming CC’s personal selection), but may make suggestions or recommendations to the incoming CC.

6.5. Removal from Office. Any member in any Squadron position may be removed for office, whether voluntary or not. Whenever removal from office occurs, the member’s direct superiors must all be informed within 72 hours.

6.5.1. Impeachment/Removal of Squadron Commander. The active Squadron membership reserves the right to motion impeachment of the CC if a two-thirds vote in favor of the motion is met. If the CC is impeached, the CD automatically becomes the new CC and appoints a new CD. The same process occurs if the Squadron Advisor determines the CC is not satisfactorily completing his/her duties and removes the CC from office. In either scenario, the new CC and CD will complete the remainder of the term and hold elections for staff positions as normal. However, in the event the CC is impeached or removed after



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AFROTC DETACHMENT 775
UNIVERSITY OF SOUTH CAROLINA



election/selection of the incoming CC has occurred, the incoming CC would immediately assume office instead of the current CD. In this instance, the new CC's term would be the remainder of the current term and the entirety of the following term.

6.5.2. Removal of All Other Officers. The CC reserves the right to remove any subordinate from office if, after discussing with the Squadron Advisor, he/she determines the member is not satisfactorily completing his/her duties. However, the CC is encouraged to resort to this action only if multiple counselings of the member have not proven fruitful. After receiving approval from the Squadron Advisor, the CC will remove the member from office and assume the position's duties until he/she finds a replacement, who shall serve the remainder of the term once appointed. In the event the officer in question is removed after election/selection of his/her incoming successor has occurred, the incoming successor shall automatically assume office. In this instance, the new officer's term would be the remainder of the current term and the entirety of the following term.

6.5.3. Squadron Commander's Self-Initiated Removal. The CC may opt to end his/her term in office early if desired. He/She will discuss the issue with the Squadron Advisor, who will determine whether the CC is completing his/her term in office under honorable circumstances or not. The CC shall continue to be responsible for the position's duties until his/her successor assumes office. If the following year's election/selection process has not yet occurred, the CD shall automatically become the new CC and appoint a new CD. These two officers would finish the remainder of the term. If, however, election/selection of the CC's incoming successor has already occurred, the incoming CC shall automatically assume command. In this instance, the new CC's term would be the remainder of the current term and the entirety of the following term.

6.5.4. All Other Officers' Self-Initiated Removal. Any other staff officer may opt to end their term in office early if desired. He/She will discuss the desire with the CC, who will determine whether the officer is completing his/her term in office under honorable circumstances or not. The officer shall continue to be responsible for the position's duties until a replacement is determined by the CC. If the following year's election/selection process has not yet occurred, the CC shall appoint a replacement, who would finish the remainder of the term. If, however, election/selection of the officer's incoming successor has already occurred, the officer's incoming successor shall automatically assume office. In this instance, the new officer's term would be the remainder of the current term and the entirety of the following term.

6.6. Multiple Offices Held by a Member. Under particular circumstances, members may hold more than one position at a time. However, efforts shall be made to provide as many members as many leadership opportunities as possible, and this shall take precedence over a member desiring to hold offices in which multiple members are running, should the situation arise.

6.6.1. Two or More Squadron Level Positions. Within the Squadron, members may hold more than one office if no other members run for the other offices they desire to hold. However, a member already elected for one office may not be elected for another office if at least one other member is also running for that office.

6.6.2. Squadron Position with Higher Level Position. If a member holds an office in the Squadron and desires to hold an office on the region or national level as well, approval is required from the National CC (per the AASMAN-1).



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UNIVERSITY OF SOUTH CAROLINA



6.7. Officer Duties. Per the officer oath taken before assuming office, all officers are expected to well and faithfully discharge the duties upon the office(s) in which they enter. Regular, efficient communication shall be established and maintained to ensure said duties are being completed appropriately.

6.7.1. Commander (CC). The CC reports in directly to the Squadron Advisor and Region Commander. He/She ensures all deadlines from higher HQs, the Squadron Advisor, and any other superiors are met. Additionally, the CC holds all subordinates to their deadlines and takes appropriate actions at his/her discretion if said deadlines are not met. In layman's terms, the CC holds ultimate responsibility for all squadron activities and makes adjustments to operations as necessary. Additionally, the CC serves as the administrator of academic activities for the CTP. The CC performs any other duties assigned by the Squadron Advisor or Region Commander.

6.7.2. Deputy Commander (CD). The CD reports directly to the Squadron Commander and Region Vice Commander. He/She assumes command of the Squadron in the CC's absence. The CD has no set duties within the Squadron, but will actively seek to reduce the workload of the CC and manage other officers in coordination with the CC as seen fit. The CD performs any other duties assigned by the Squadron Commander or Region Vice Commander.

6.7.3. Joint Relations Officer (JRO). The JRO reports directly to the Squadron Commander and Region Director of Joint Relations. He/She is responsible for ensuring efficient communication between the Squadron and affiliated organizations of AAS, such as Silver Wings and the Air Force Association (AFA). If no SW Chapter is present, the JRO will work with the CC to actively promote the activation of one. The JRO performs any other duties assigned by the Squadron Commander or Region Director of Joint Relations.

6.7.4. Operations Officer (DO). The DO reports directly to the Squadron Commander and Region Director of Operations. He/She oversees and ensures coordination of all Squadron service projects. The DO appropriately records these service projects, by event name and hours attained, on both the monthly SMR and the Squadron Service Tracker. The DO will actively find service opportunities for the Squadron and is encouraged to talk with other Squadron members for ideas. The DO performs any other duties assigned by the Squadron Commander or Region Director of Operations.

6.7.5. Information Management Officer (IM). The IM reports directly to the Squadron Commander and Region Director of Information Management. He/She acts as the Squadron's historian and personnel officer. The IM tracks information on Squadron members to include dues payment, uniform items, contact information, meeting attendance, and other pertinent items of interest. Additionally, he/she is responsible for taking minutes at Squadron meetings. The IM performs any other duties assigned by the Squadron Commander or Region Director of Information Management.

6.7.6. Financial Management Officer (FM). The FM reports directly to the Squadron Commander and Region Director of Financial Management. He/She keeps track of the Squadron budget through any applicable spreadsheets and monetary accounts, whether through a bank or online application such as Venmo. The FM is charged with actively seeking opportunities for the Squadron to fundraise, such as percent nights, bake sales, car washes, etc. He/She also manages the AFROTC Wing's snack bar, all proceeds of which benefit the Squadron. The FM performs any other duties assigned by the Squadron Commander or Region Director of Financial Management.

6.7.7. Public Affairs Officer (PA). The PA reports directly to the Squadron Commander and Region Director of Public Affairs. He/She acts as the primary public link between the AFROTC Wing, the campus



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AFROTC DETACHMENT 775
UNIVERSITY OF SOUTH CAROLINA



community, and other parties outside the Squadron. The PA manages the Squadron Instagram account (@farrow_squadron) and any other forms of social media. He/She actively takes pictures and gathers information at Squadron meetings, service projects, events, etc. to provide the public a regular flow of activity that professionally displays Squadron operations. The PA performs any other duties assigned by the Squadron Commander or Region Director of Public Affairs.

6.7.8. Candidate Training Officer (CTO). The CTO reports directly to the Squadron Commander and Region Director of Training. The CTO actively makes recruiting efforts for the Squadron. He/She, in coordination with the CC, plans, coordinates, and executes all aspects of the CTP. The CTO ensures objectives are met efficiently and effectively. He/She also ensures applicable directives, such as the USAF and AAS hazing policies, are adhered to throughout the training process (this includes handing out a hazing policy at the start of the CTP which candidates are mandated to read and sign in order to participate). In the instance hazing occurs, the CTO leads the investigation process in coordination with the Squadron Commander, Squadron Advisor, and any other interested parties. He/She is strongly encouraged to have Candidate Training Assistants (CTAs) to reduce his/her workload, as the aspects of an effective candidate training program require much attention to detail and preparation. The CTO performs any other duties assigned by the Squadron Commander or Region Director of Training.

6.7.9. Support Officer (DS). The DS reports directly to the Squadron Commander and Region Director of Support. He/She submits the Squadron and its members on a monthly basis for awards and is encouraged to talk with other members about applicable events, achievements, etc. within the Squadron that would contribute to the award packages. The DS also actively seeks ways in which he/she can assist other staff officers in their day-to-day duties. The DS performs any other duties assigned by the Squadron Commander or Region Director of Support.

6.7.10. Morale, Welfare, & Recreation Officer (MWR). The MWR reports directly to the Squadron Commander (and Chapter President if applicable). He/She actively plans, coordinates, and executes events to promote morale. Events may include, but are not limited to: movie nights, pizza parties, video game tournaments, pie-a-cadet/cadre events, and intramural sports. Any events involving financial expenditures are coordinated closely with the FM and CC (and/or their SW counterparts), though the MWR is encouraged to opt for events that are free or low in cost to attendees. If a Silver Wings Chapter is present, this becomes a joint position. In this instance, the office is open to associate members during elections and serves on both the Squadron and Chapter staff. The MWR performs any other duties assigned by the Squadron Commander (or Chapter President).

6.7.11. Webmaster (WM). The WM reports directly to the Squadron Commander (and Chapter President if applicable). He/She ensures the integrity of the website, which is located at the URL aas-william-g-farrow-squadron.weebly.com, by keeping it updated, thereby providing a reliable source of information for Squadron (and Chapter) members, candidates in training, and other interested parties. This includes making announcements about meetings, updating staff profiles, uploading files/pictures, and checking the Contact Us form on a regular basis. If a Silver Wings Chapter is present, this becomes a joint position. In this instance, the office is open to associate members during elections and serves on both the Squadron and Chapter staff. The WM performs any other duties assigned by the Squadron Commander (or Chapter President).

6.7.12. Chief of Protocol (COP). The COP reports directly to the Squadron Commander. He/she must be knowledgeable on all documents (AASMAN-1, SWM, D&C, etc) that pertain to running the squadron and



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chapter as well as maintaining effective training. This is a joint position that will attend both squadron and chapter meetings to ensure that the AASMAN-1 and the SWM are abided by. He/she will also act as the Inspector General for AAS training events by being a liaison between candidates and actives while also not being directly involved in training. Anything protocol related will be enforced by this position.

ARTICLE VII: MEETINGS

7.1. Purpose. Meetings shall enhance Squadron cohesiveness and enable staff officers to communicate important information to other members in a face-to-face setting. Meeting agendas may be based on operations to include, but are not limited to, staff officer elections, candidate training updates, joint events, and upcoming deadlines.

7.2. Frequency. At a minimum, the CC will hold a full Squadron meeting at least once per month, except during extensive recesses (over one month in duration) such as summer break or winter break. Additional meetings with the entire Squadron membership or specific members may be held as necessary, though it should be understood that having meetings too frequently can cause Squadron burnout. The CC is encouraged to invite Silver Wings members as much as possible, if a Chapter is present.

7.3. Communication with IM. All active members must coordinate to the IM whether or not they will attend each meeting, and if they do not plan to attend, what their excuse is. The IM will ensure attendance is taken at meetings and that those indicating they will attend follow through. Failure to communicate reasoning for not attending 2 meetings per semester will constitute a formal counseling from the CC and the squadron advisor, as laid out in Article V of this constitution.

7.4. Attire and Grooming Requirements. The CC reserves the right to set attire or grooming requirements for meetings if specific agenda items call for it, such as taking staff pictures for the website.

7.5. Legislation and Amendments to the Squadron Constitution. Meetings involving Squadron legislation, such as amendments to this Constitution, will be held IAW *Robert's Rules of Order*. The CC acts as the chair of such business, but may appoint another qualified individual familiar with parliamentary procedures to do so instead if desired.

7.5.1. Legislative Process. All proposed amendments must be in written format and will adhere to the formatting of resolutions proposed at official higher level conclaves. Amendments to this Constitution proposed at Squadron meetings require at least a two-thirds vote of the active Squadron membership in favor to pass. If an amendment is passed, the CC will make the appropriate edits in this Constitution and forward it to the USC Student Leadership & Service Center.

7.5.2. Signing of Constitution After Amending. The Squadron Commander's signature on the updated Constitution is required for an amendment to be official. For economical purposes, the Squadron



ARNOLD AIR SOCIETY
LT WILLIAM GLOVER FARROW SQUADRON
AFROTC DETACHMENT 775
UNIVERSITY OF SOUTH CAROLINA



Commander's signature represents the signatures of all active Squadron members. All active members must figuratively "sign" the Constitution in order for the CC to literally sign; members who were not in favor of an amendment that passed for the Constitution may not withhold their figurative "signature" simply because they do not agree with the change. The purpose of the signature is for the member to acknowledge that a change has been made to the Constitution, not necessarily that they are in favor of it.

ARTICLE VIII: AFFILIATIONS

8.1. Compliance with Arnold Air Society Higher HQs and Other Affiliated Parties. The Squadron shall be affiliated with the Arnold Air Society and, as such, must comply with provisions laid out by higher HQs in its chain of command. This includes abiding to the AAS Constitution, the AASMAN-1, the JPM-1, and Region by-laws. Additionally, the Squadron shall be affiliated with the University of South Carolina and must ensure it does not violate rules, regulations, or policies of the University in its operations. Ultimately, the CC and Squadron Advisor shall ensure compliance in all aspects is met. In instances of conflict, precedence is first granted to University policy, then to Squadron bylaws (i.e. this Constitution), and finally to all other forms of jurisdiction from affiliated parties.

8.2. Recognition by the University of South Carolina. The Squadron is recognized by the University through the Student Leadership & Service Center. An efficient relationship with this organization should be maintained.

Charlotte Holyfield

CHARLOTTE M. HOLYFIELD, Capt, USAF
Lt WGF Squadron Advisor

Arthur L Washington IV

ARTHUR L. WASHINGTON, C/Maj, AAS
Lt WGF Squadron Commander