

## **Conference Service and Support Committee (CSSC) Policies and Procedures for Committee Membership - passed by unanimous vote on 03-31-2026**

**Introduction:** As a general principle A.R.T.S. welcomes onto committees all members who wish to serve World Services. (Concept of Service Four: “Participation is the key to harmony.”) Step Twelve asks members to try to carry the message to others, while practicing all the principles - essential components for personal recovery. The principle of “carrying the message to the artist who still suffers” found in Tradition Five suggests that service prioritizes what aids recovery for others. In the spirit of practicing Service at all levels, the hope is to make opportunities available to as many members as possible.

There is a difference between a regular A.R.T.S. meeting for the purpose of recovery (“The only requirement for A.R.T.S. membership is a desire to identify and express our creativity,” Tradition Three), and meetings of service bodies such as in Committees, on the Board of Trustees, and for the Conference. (Concept of Service Nine: “Good leadership at all service levels is essential.”) There are necessary rights, obligations, responsibilities and authority that permeate at all service levels (See the “Twelve Concepts of Service”.) Much of the focus of a meeting held in service to a group or to World service is referred to as “business.” There are decisions to be made, and sometimes deadlines to meet. How do we carry out the business of A.R.T.S. and still follow the principles of the program?

Committees are largely autonomous in how they decide to conduct themselves and their business (Concept of Service Three: “The Right of Decision makes effective leadership possible”). Committees also operate under “clearly defined service authority” and are “accountable to only one service authority, avoiding conflict.” (See Concept of Service Ten.) From time to time interpersonal conflicts and disagreements arise in a committee. The Twelve Traditions and Twelve Concepts of Service are the touchstone for deciding what actions are in harmony with the principles of the program.

Just as meetings often have guidelines for sharing, and etiquette for how members conduct themselves during meetings, it is reasonable to expect that Committees follow similar guidelines for how Committee members participate on Committees.

### **Proposed Policy for Selecting New Members:**

**The members of the Conference Service and Support Committee (CSSC) consider adding a member to the Committee when they feel confident of the following:**

### **The applicant has described:**

1. Experience, strength and hope with the Twelve Steps and Twelve Traditions of A. R. T. S. Anonymous and of any other 12-Step Fellowship Program.
2. A vision for A.R.T.S. Anonymous and the Conference, and a statement as to why they want to serve on the CSSC.
3. Previous service given A.R.T.S. Anonymous and any other 12-Step Fellowship Programs.
4. Personal or professional background that would benefit the growth and well-being of A. R. T. S. Anonymous, such as research skills, IT, general business administration, or any other relevant skills or training.
5. Thoughts with the group conscience process, courage to express oneself, and the ability to listen and communicate effectively.
6. How they manage interpersonal differences, and accomplish goals as a group member, including an understanding of the meaning of unity.

### **New members are accepted by a majority vote of the current members of the CSSC.**

#### **Member Service on the CSSC:**

- A quorum consists of more than half of the CSSC members present at a meeting. A quorum must be present to make decisions or pass motions.
- Members of the CSSC select its Chair, Secretary, and any other positions it wishes.
- Members of the CSSC are required to attend Committee meetings regularly.
- Per the A.R.T.S. Anonymous By-laws, the Chair of the Board of Trustees is an *ex officio* member of the Committee and has a vote when present.
- The Board of Trustees, at its discretion, may designate a Board Liaison to the CSSC, who also has a vote on the Committee.
- The Conference Chair and Vice-Chair are welcome to attend all meetings of the CSSC.
- Members of the Conference Service and Support Committee may also serve as Meeting Delegates to the Conference.
- Consistent with the A.R.T.S. Anonymous Conference Charter, the CSSC can elect a Delegate to represent the CSSC at the Conference, who votes.
- Members of the CSSC are expected to conduct themselves in a manner consistent with the Twelve Steps, Twelve Traditions and Twelve Concepts of Service, however imperfectly. Members contribute to an environment of safety, respect, unity, understanding, positive thinking, compromise and accommodation. We are not here to impress, compete, or compare. We do not judge, criticize, argue or give advice.
- A consistent or sustained failure to conduct oneself as described above may lead to a warning from the Committee and could result in removal from the CSSC.

### **Terms of Service on the CSSC:**

- Given the cyclical and intensive nature of the “Conference season,” members of the CSSC must be established by the August 1 before the next upcoming annual World Service Conference. No new members will be considered after that date.
- Members serve until the final World Service Conference Report is submitted to the Delegates and the membership. Members of the Committee may be called back to service if there is a Special Session or meeting of the Conference.

### **Duties and Responsibilities of the CSSC:**

- Set dates and times for the World Service Conference (WSC)
- Review Motions and Topics of Discussion submitted for the WSC as to what to include on the agenda
- Work with those who submit Motions and Topics of Discussion to prepare them further as needed. Consult with other Committees and the Board of Trustees for advisory opinions as it deems appropriate.
- Set the agenda for the meeting of the annual and special meetings of the WSC
- Keep the Conference Chair and Conference Vice Chair updated on its activities, progress and decisions.
- Produce CSSC meeting minutes, listing only motions passed or decisions made at each meeting.
- Submit and present an annual report of its activities to the annual WSC.
- Coordinate with the World Service Office to communicate with Meeting Delegates and the fellowship as to what is happening
- Solicit Reports from other Committees, the Board of Trustees and the Treasurer
- Prepare the materials for the Conference for members and Meeting Delegates to review (Delegate Packet). This material needs to be ready two months in advance of the WSC annual meeting.
- Encourage groups/meetings to send their Delegates, help answer their questions (with support from the World Service Office)
- Ensure there are trained volunteers to help run the Conference
- Does not require attending the WSC, however it is encouraged
- Creates the final report of the WSC
- This Committee also serves any Special Sessions of the WSC that may occur outside the annual Conference meeting

**Resignation from the CSSC:** A member of the CSSC may resign in writing to the Committee Chair or to the members of the Committee at any time. Such resignation does not preclude them from serving in the future.

**Removing a Member from the CSSC:**

The Committee may consider at any time a motion to remove a member from the meeting or from service on the CSSC. This can be done at a regular meeting or at a special meeting called to consider the removal. The affected member must be invited to attend, but does not need to be present for the Committee to take action for removal.

**Grounds for removal may include:**

- A lack of attendance at the Committee meetings
- A demonstrated inability to accept a decision or decisions of the group conscience.
- Creating an unsafe or unduly controversial or confrontational environment
- A lack of respect for the spirit of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of A.R.T.S. Anonymous. This can include not accepting the interpretation or understanding of the other members of the CSSC, as this causes disunity
- Conducting themselves in an undemocratic, punitive, negative, divisive or otherwise untenable manner