

2007-2008

**South Coast Area
Service Committee NA**

SCASCNA

Guidelines

I. NAME AND BOUNDARIES

- A.** This body shall be known as the South Coast Area Service Committee of Narcotics Anonymous, hereinafter known as SCASCNA.
- B.** The SCASCNA boundaries are: south of Sand Canyon Road, east to Riverside County Line, and south to San Diego County line.

II. PURPOSE

The SCASCNA serves but one purpose:
To assist the groups in carrying the NA message of recovery

III. FUNCTIONS

- A.** The SCASCNA shall operate using:
 - i.** The Twelve Traditions of Narcotics Anonymous
 - ii.** The Twelve Concepts of NA Service
 - iii.** The SCASCNA guidelines
 - iv.** Roberts Rules of Order Newly Revised
 - v.** *A Guide to Local Services in Narcotics Anonymous*
- B.** The SCASCNA executive committee shall conduct an end of the year physical, financial, and service inventory of all subcommittees and report their findings at the end of their term and/or change of office.
- C.** The SCASCNA will meet the last Sunday of each month at 6:30 pm except with prior notification of changes.
- D.** The SCASCNA guidelines will be reviewed and presented yearly during the executive body's term of service.

IV. PARTICIPANTS

- A.** Chairperson
- B.** Vice-Chairperson
- C.** Treasurer
- D.** Alternate Treasurer
- E.** Secretary
- F.** Alternate Secretary
- G.** Regional Committee Member (*RCM*)
- H.** Alternate Regional Committee Member (*Alt. RCM*)
- I.** Group Service Representatives (*GSR*)
- J.** Group Service Representatives Alternates (*GSR Alt.*)
- K.** Sub-Committees via their Chairpersons
- L.** Coffee Person
- M.** Parliamentarian
- N.** Members of NA

V. EXECUTIVE BODY OF THE SCASCNA

A. General Requirements

- i.** Willingness to serve.
- ii.** Personal time and ability to serve.
- iii.** Working knowledge of:
 - 1.** The Twelve Steps of NA
 - 2.** The Twelve Traditions of NA
 - 3.** The Twelve Concepts of NA Service
 - 4.** *A Guide To Local Services in Narcotics Anonymous.*
- iv.** Continued clean time during term of office.
- v.** Has not been convicted in the last two years of a crime (i.e., felony or misdemeanor)
- vi.** Has not in the last two years had a civil judgment entered against him or her relating to the misappropriation or misuse of funds or property.
- vii.** Has not served for two terms in the last three years in the same office with the exception of the RCM and RCM Alternate who may not serve for more than three terms in the last four years.
- viii.** Does not hold an executive position on any Area subcommittee
- ix.** Does not hold a SCASCNA group position of GSR or Alternate GSR
- x.** Are encouraged to stay until the close of business
- xi.** Must maintain their clean time
- xii.** Must be active in the Fellowship of NA
- xiii.** Must meet the specific requirements of the position
- xiv.** Must be present physically or have submitted a written statement of willingness and qualifications at the time of nominations
- xv.** Alternate-type positions do not automatically assume the vacated position.

B. General Duties

- i.** Attend the ASC meeting
 - 1.** Absence at two consecutive meetings by any elected officer may be cause for removal.
 - 2.** Count all SCASCNA Funds in the presence of at least one other SCASCNA member.
- ii.** Outgoing officers are encouraged to
 - 1.** Remain active within the SC Area Service Committee & SC Area
 - 2.** Help train newly elected officers.

C. Election

- i.** Nominations for all executive body positions will be held in December.
- ii.** Elections for all executive body positions will be held in January
- iii.** All executive body positions will take office in February.
- iv.** In the event of a vacated office, special elections may be held to fill the position temporarily until the next regularly scheduled election.

D. Members

i. CHAIRPERSON

1. Requirements

- a.** Four years clean
- b.** Service at the Area level for at least two years
- c.** Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this positions clean time requirement

2. Duties

- a.** Arranges the agenda
- b.** Presides over the ASC meeting
- c.** Maintains order at the ASC meeting
- d.** Announces the pros and cons
- e.** Initiates any necessary correspondence
- f.** Maintains a good working relationship with all other officers of the committee.
- g.** Co-Signer of the SCASCNA bank account
- h.** Votes only in the case of a tie.
- i.** Initiates audits of the SCASCNA ledgers and journals
- j.** Arrives at the ASC meeting 1 hour early every month to conduct the New GSR Orientation
- k.** Before a vote on any finical matter he or she shall request the input of the Treasurer.

3. Term

- a.** One Year

ii. VICE CHAIRPERSON

1. Requirements

- a.** Three years clean
- b.** Service at the Area level for at least one year.
- c.** Willingness to serve as Chairperson if elected the following term.
- d.** Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this positions clean time requirement

2. Duties

- a.** Performs Chairperson's duties in the absence of the Chairperson.
 - i.** Only Votes when acting as Chair in case of a tie
- b.** Stays informed of all the committees' activities, and is the direct liaison between the subcommittees and the SCASCNA.
- c.** Co-signer on the SCASCNA bank account.
- d.** Maintains archives and records.
- e.** Facilitates inactive subcommittees.

3. Term

- a.** One Year

iii. SECRETARY

1. Requirement

- a.** One year clean
- b.** Service at the Area level of at least one year
- c.** Access to a computer

2. Duties

- a.** Takes accurate minutes of each meeting.
- b.** Distributes such minutes at the following ASC meeting.
- c.** Keeps the current list of SCASCNA participants.
- d.** Attends The Annual SCASCNA Guidelines Review
- e.** Sees that a copy of the SCASCNA informational package (including SCASCNA guidelines, A Guide to Local Service, and the New GSR Orientation package) is issued to all new GSRs, GSR alternates and committee chairpersons.
- f.** Keeps a file of all monthly minutes throughout their term and submits them to the Vice Chairperson at the end of the term.
- g.** Keeps a separate file of all motions and there resolution
- h.** Maintains established documents for the SCASCNA including but not limited to
 - i.** GSR Report Form
 - ii.** Motion Request Form
 - iii.** GSR phone/email list
 - iv.** Meeting Update Forms
- i.** Maintains communication with the facility in which SCASCNA meets
- j.** Coordinates meeting dates with the facility
- k.** Files with the facility its pre-approval form for use of the facility for the upcoming year of meetings prior to April 11 of that calendar year.
- l.** Does not vote

3. Term

- a.** One Year

iv. ALTERNATE SECRETARY

1. Requirements

- a.** One year clean
- b.** Service at the group level for at least six months
- c.** Access to a computer
- d.** Willingness to serve as secretary the following term

2. Duties

- a.** Performs the Secretary's duties in the absence of the Secretary.
- b.** Assists the Secretary with all duties as needed.
- c.** Does not Vote

3. Term

- a.** One Year

v. TREASURER

1. Requirements

- a.** Four years clean.
- b.** Service at the Area level for at least one year.
- c.** Accounting experience strongly suggested.
- d.** Must have access to a computer
- e.** Must be self-supporting
- f.** Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this position's clean time requirement

2. Duties

- a.** Custodian of the SCASCNA bank account.
- b.** Makes sure bank account signature cards are changed before the next ASC meeting after election
- c.** Gives written and oral financial report of monthly reconciliation at every ASC meeting, with copies available to all GSRs.
- d.** Submits to Area Chair a copy of monthly bank statements.
- e.** Makes available for auditing all financial records on demand.
- f.** Co-signer on the SCASCNA bank account
- g.** Prepares donation to the RSC.
- h.** Prepares a report on the SCASCNA's prudent reserve requirements inclusive of his or her recommendations on request of the SCASCNA.
- i.** Participates in the annual audit.
- j.** Must make all Area deposits the next business day.
- k.** Shall be responsible to collect all proceeds from literature sales.
- l.** Responsible for delegation of picking up the Area mail.
- m.** Does not vote

3. Term

- a.** One year

vi. ALTERNATE TREASURER

1. Requirements

- a.** Three years clean.
- b.** Service at the Area level for at least one year.
- c.** Accounting experience strongly suggested.
- d.** Must have access to a computer
- e.** Willingness to serve as Treasurer the following term
- f.** Is self-supporting
- g.** Co-signer on the SCASCNA bank account
- h.** Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this positions clean time requirement

2. Duties
 - a. Assist Treasurer in all duties.
 - b. Keep duplicate copy of financial records.
 - c. Participates in the annual audit.
 - d. Performs the duties of the Treasurer in the absence of the Treasurer.
 - e. Does Not Vote
3. Term
 - a. One Year

vii. REGIONAL COMMITTEE MEMBER

1. Requirements
 - a. Three years clean.
 - b. Service at the Area level for at least two years.
2. Duties
 - a. Represent the Area at the SCRSCNA
 - b. Must evaluate each item he or she votes on with the needs of the SCASCNA and The South Coast Area in mind
 - c. Providing two-way communication between the Area and the rest of NA.
 - d. Attends all ASC meetings;
 - e. Helps maintain communication with all members of the South Coast Area
 - f. Provides Experience, Strength and Hope on problems within the SCASCNA.
 - g. Acts as a source of information and guidance in matters concerning the Twelve Traditions of NA
 - h. Acts as a source of information and guidance in matters concerning the Twelve Concepts of NA Service.
 - i. Has by virtue of being elected to this office a vote of confidence from the SCASCNA to represent the SCASCNA on all matters put forward at the SCRSCNA
 - j. Provides written and/or email reports of RSC business to SCASNA officers and GSR's.
 - k. Maintains a file of all RSC minutes and Regional Treasurer reports for a minimum of two years.
 - l. Assists the Area Chair or delegate to provide and coordinate a mini-workshop to assist the members of the Area in understanding the Conference Agenda Report (CAR).
 - m. Has One vote at the SCASCNA.
3. Term
 - a. One Year

viii. ALTERNATE REGIONAL COMMITTEE MEMBER

1. Requirements

- a.** Three years clean
- b.** Service at the Area level for at least two years.
- c.** Willingness to serve as RCM if elected to do so the following term

2. Duties

- a.** Performs duties of RCM in the absence of RCM.
 - i.** Does not vote unless the RCM is absent
- b.** Attends RSC meetings with the RCM.
- c.** Attends the ASC meeting and helps the RCM maintain communication with the groups.
- d.** Prepares for RCM duties by working closely with the RCM.

3. Term

- a.** One Year

VI. GENERAL MEMBERS OF THE SCASCNA

A. General Requirements

- i.** All participants are encouraged to attend all ASC meetings
- ii.** All participants are encouraged to stay until the close of business
- iii.** Must Maintain their clean time
- iv.** Must be active in the Fellowship of NA
- v.** No member can hold any position in the SCASCNA that requires access to SCASCNA funds that has embezzled or misappropriated any funds, for the length of said positions clean time requirement
- vi.** Alternate-type positions do not automatically assume the vacated position.
- vii.** Must meets the specific requirements of the position
- viii.** Must be present at the time of nominations
- ix.** All terms of office begin in July

B. General Duties

- i.** Attend the ASC meeting
- ii.** Help train the next member who will hold the position
- iii.** Co-operate in maintaining an atmosphere of respect for other members
- iv.** Count all SCASCNA Funds in the presence of at least one other SCASCNA member.

C. Members

i. A Recognized Group via:

1. Group Service Representatives (GSR)

a. Requirements

- i.** Elected by a NA Group in the South Coast Area
- ii.** Carry the Conscience of the Group that elected them
- iii.** Absence at two consecutive ASC Meetings will cause their group to go inactive.
 - 1.** An Inactive group cannot vote
 - 2.** An Inactive group will be removed from the quorum count of the SCASCNA.
 - 3.** To become active requires the inactive Group's GSR to attend an ASC meeting.

- 2. Recognition as a member of the SCASCNA requires**
 - a. Attendance at two consecutive ASC meetings.

iv. Committees via their Chairpersons

- 1. General Requirements**
 - a. Committees are directly responsible to the SCASCNA.
 - b. Keep receipt books for purposes of organization and documentation.
 - c. Keep minutes of their meetings
 - d. Shall not create a guideline which conflicts with the guidelines of the SCASCNA
 - e. All motions proffered at the ASC meeting by a committee will be considered in the new business session of the ASC Meeting
- 2. General Duties**
 - a. Abide by the will of the SCASCNA
 - b. Adhere to the Twelve Traditions of NA
 - c. Adhere to the Twelve Concepts of NA Service
 - d. Carry a Clear NA Message in all service activities

3. STANDING COMMITTEES via their Chairpersons

- a. Requirements**
 - i. Submit Sub-committee guidelines annually
 1. Guidelines should include but are not limited to the following:
 - a. Name
 - b. Purpose
 - c. Function
 - d. Sub-Committee Voting procedures
 - e. Meeting time
 - ii. Submit all guideline changes in writing for approval by the SCASCNA.
 1. The process for approval of sub-committee guidelines will be the same as for the Area Guidelines.
 - iii. Nominate a Chairperson to be voted into the office by the SCASCNA at the July ASC meeting
 - iv. Nominate a Vice-Chairperson to be voted into the office by the SCASCNA at the July ASC meeting
 - v. Submit a written report of all expenditures in the months of April, July, October and January.
 - vi. A Standing Committee has one vote at the ASC meeting
 1. No sub-committee representative may vote in matters directly pertaining to his or her respective committee

- b. Approved Standing Sub- Committees**
 - i. Literature Distribution
 - ii. Directory Creations
 - iii. Hospitals and Institutions
 - iv. Activities
 - v. Public Information
 - vi. Clean Sheets

4. AD HOC COMMITTEES

- a. Requirements**
 - i. Created by a majority vote of the SCASCNA
 - 1. Duties
 - a. Perform their specific task
 - b. Report to the ASC meeting on their progress
 - c. Report to the ASC meeting when their task is completed
 - d. Report to the ASC meeting their recommendations
- b. Term**
 - i. Until their task is completed
 - ii. Until terminated by the SCASCNA.
- c. Chairperson**
 - i. Responsible for all reports from the committee
 - ii. May make motions regarding the committee
 - iii. Cannot vote on the committees motions
 - iv. Cannot second the committees motions

5. Coffee Person

- a. Requirements**
 - i. Six Months Clean Time
 - ii. Willingness to serve as coffee person for the term
- b. Duties**
 - i. Makes coffee for the ASC meeting.
 - ii. Does not Vote
- c. Term**
 - i. One Year

v. Parliamentarian

1. Requirements

- a. Three years clean**
- b. Service at the Area level for at least two years**
- c. Willingness to serve as parliamentarian for the term**
- d. Comprehensive Knowledge of:**
 - i. The Twelve Steps of NA
 - ii. The Twelve Traditions of NA
 - iii. The Twelve Concepts of NA Service
 - iv. A Guide To Local Services in Narcotics Anonymous.

2. Duties

- a. Tries to see that the rights of the minority are protected
- b. Tries to see that the rule of the majority is reflected
- c. Displays partiality to none
- d. Ensures that there is consideration of only one subject at a time.
- e. Advise the Chairperson of the SCASCNA on parliamentary procedure
- f. Advise the membership of the SCASCNA on parliamentary procedure
- g. Assist the Members of SCASCNA with formulating motions
- h. Offers opinions or interpretations of the Guideline, Twelve Traditions of NA, The Twelve Concepts of NA Service and a Guide to Local Services in NA.
- i. Serves as Chair of the SCASCNA Annual Guidelines Review.
- j. Helps facilitate the conduct of the SCASCNA.
- k. Does not Vote

3. Term

- a. One Year

VII. VOTING PROCEDURE

- A. A quorum shall consist of two-thirds (66%) of the voting GSR's.
- B. A quorum is necessary to carry out voting business.
- C. The SCASCNA will strive for unanimous consent
 - i. If dissention exists:
 - 1. The Body will return to discussion
 - 2. As a final resort the matter will be decided by a majority vote of the members present unless otherwise indicated in these guidelines.
 - a. A majority vote is one-half the voting members present plus one.
- D. Election of officers is by a majority of all GSRs and committee chairs present.
- E. A two-thirds vote of all GSRs and committee chairs present shall be required to authorize new or additional expenditures by the SCASCNA.
- F. A two-thirds vote of the GSRs and all committee chairs present shall be required to submit a motion from the Area to the Region.
- G. A two-thirds vote of all voting members shall be required for the removal of any officer.
- H. GSRs are the only participants who may vote on action items.
 - i. An action item is any matter that is sent back to the groups for a group conscience.
- I. A motion may only be seconded by a voting member of the SCASCNA.

VIII. SCASCNA AREA GUIDELINE CHANGES

A. Procedure One

- i. A copy of all proposed Area Guideline changes are to be included in the SCASCNA minutes.
- ii. The vote on the proposed Guideline change is to be taken at the second ASC

meeting following the presentation of the proposed Guideline changes.

- iii. All votes taken under this section of the guidelines will be considered action item votes.
- iv. All votes taken under this section require a majority of all GSR's voting.

B. Procedure Two--Emergency Guideline Change

- i. Any portion of these Guidelines may be waived or amended at any time by a two-thirds vote of the voting body.

***Note: The Voting Body is all active Groups and voting members of the SCASCNA.

IX. FINANCES

A. Banking

- i. The SCASCNA shall maintain a bank account requiring two signatures for financial transactions.
 - 1. Signers for this account will be:
 - a. The Area Chairperson
 - b. The Vice-Chairperson
 - c. The Treasurer
 - d. The Alternate Treasurer
 - 2. They will complete the signature card and any other paperwork required to transfer signing privileges by the ASC meeting following their election
- ii. All checks must be signed by two of the following:
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Treasurer
 - 4. Alternate Treasurer.
- iii. No two signers on the SCASCNA's bank accounts may reside in the same household.

B. Misappropriation of SCASCNA Funds

- i. Principles
 - 1. The Eleventh Concept for NA Service establishes the sole absolute priority for the use of NA funds: to carry the message.
 - 2. The Twelve Concepts give the SCASCNA a mandate from the NA Groups that calls for total financial accountability.
 - 3. In accordance with the above any misuse of funds by Area trusted servants cannot be tolerated.
- ii. Definition:
 - 1. "Misuse of funds" includes, but is not limited to;
 - a. Theft
 - b. Embezzlement
 - c. The use of funds for purposes not expressly authorized by an Area committee or subcommittee.

2. "Funds" includes, but are not limited to;
 - a. Cash
 - b. Checks
 - c. Any financial instrument (i.e., refunds from vendors to the NA fellowship)
 - d. Assets (i.e., equipment, supplies or inventory).
 - e.
- iii. Interim Action – Suspension
 1. Suspicion
 - a. Should any SCASCNA executive committee member, subcommittee member, or any non-elected NA member be suspected to have misappropriated or misused SCASCNA funds.
 2. The SCASCNA Executive Committee will vote, in person or by phone, on if the information presented has the "air of reality" or some form of "reasonable suspicion" exists.
 3. If this vote is that an "air of reality" does exist then the member(s) will be immediately "suspended" from further Area service.
 - a. Suspension in this instance is not disciplinary action
 - b. It is simply a pause in active service to allow time for investigation of the incident.
 4. Restrictions during non disciplinary Suspension
 - a. May no longer represent him/herself to the fellowship of service boards/committees as an officer or member of the SCASCNA or its subcommittees.
 - b. May not be reimbursed for any service-related expenses incurred during the course of his/her suspension.
- iv. Investigation after non disciplinary Suspension
 1. The SCASCNA Executive Committee will act as the investigative body
 2. The Investigation must be full and timely
- v. Reporting Requirements after suspension:
 1. The SCASCNA Executive Committee must report its findings or its progress at the next SCASCNA meeting.
 - a. The presiding officer of the SCASCNA, immediately upon calling the following SCASCNA meeting to order, must report
 - i. All interim actions
 - ii. All decisions made by the Executive Committee
 - iii. The Executive Committee must fully disclose the alleged misappropriation or misuse of SCASCNA funds
 - iv. The Executive Committee must fully disclose the alleged individual(s) involved.
 - b. Any member suspected of misappropriation or misuse of SCASCNA funds may exercise their Tenth Concept right to redress at this time.

- vi. SCASCNA Action – Removal/Reinstatement**
 - 1. Once the SCASCNA Executive Committee**
 - a. Completes its investigation**
 - b. Reports to the SCASCNA**
 - i. Its findings of the suspected misappropriation or misuse of SCASCNA funds
 - ii. Its Recommendation on further action
 - 2. The SCASCNA must immediately vote on a motion**
 - a. To remove the individual(s) involved from office and/or committee "with cause"**
 - i. Effect of Removal of an officer or member with cause
 - 1. Individual's participation within the SCASCNA is immediately terminated.
 - 2. Any member removed from office and/or committee by the SCASCNA for misappropriation or misuse of SCASCNA funds may not hold an Area elected seat or handle any NA funds of the SCASCNA or its subcommittees for a total period of five (5) years.
 - 3. After member's removal (5 years), he/she will be eligible to participant at the SCASCNA.
 - b. To reinstate the individual(s) involved to office and/or committee**
 - c. To Extend the investigation**
- vii. Restitution**
 - 1. A member removed from office for the misappropriation or misuse of SCASCNA funds may be subject to criminal and/or civil prosecution by the SCASCNA.**
 - 2. Members removed from office for the misappropriation or misuse of SCASCNA funds may, at the discretion of the SCASCNA, be asked to sign a promissory note and make restitution.**

C. TRAVEL

- i. Driving expenses will be reimbursed at the rate of \$0.37 per mile up to the maximum specified in the guidelines for subcommittee chairs and alternates**
- ii. Any additional travel expenses required shall be submitted to and approved by the SCASCNA.**

D. Prudent Reserve

i. The Estimated Monthly Expenditures are:

1. Activities Travel Expenses	\$ 50.00
2. Area Phone Bill (approx)	\$ 35.00
3. ASC Meeting Rent	\$ 35.00
4. Area Representative & Alt. Travel	\$ 100.00
5. Area Representative & Alt. Expenses	\$ 20.00
6. H&I Administrative Travel	\$ 50.00
7. H&I Literature Buy and Expenses	\$ 350.00
8. PI Travel	\$ 50.00
9. PI Expenses	\$ 100.00
10. Website Expenses	\$ 20.00
11. Clean Sheets Expenses	\$ 100.00
12. Directory Creation Expenses	\$ 70.00
13. Literature Distribution	\$ 20.00
14. ASC Administration	\$ 60.00
15. Coffee Supplies	\$ 10.00
16. Storage Facility	\$ 60.00
 TOTAL	 \$ 1,130.00

- ii. Activities Sub-Committee shall have operating funds of \$1,500.00
 - 1. These are Area Funds to be kept by Activities for upcoming events
 - 2. These Funds shall be audited by the Executive Body:
 - a. Annually
 - b. When requested by a member of the South Coast Area.
- iii. The Area's prudent reserve formula:
 - 1. Approximately twice the Area's monthly expenses plus 10% (\$2,486.00), plus a literature distribution inventory totaling \$2,500.00.
 - 2. Using The Area's prudent reserve formula
 - a. The SCASCNA working prudent reserve is \$4,986.00

E. Expenses that exceed approved budget incurred in the course of service to the Area

- i. Committees
 - 1. Submit anticipated Costs
 - 2. Obtain approval by the SCASCNA.
 - 3. Submit receipts for funds
- ii. Individual
 - 1. Submit anticipated Costs
 - 2. Obtain approval by the SCASCNA.
 - 3. Submit receipts for funds

F. Donation

- i.** 10% of all monies above the prudent reserve shall be donated to the SCRSCNA on a monthly basis
- ii.** All remaining funds above the prudent reserve shall be placed in a fund for special projects.
 - 1.** This fund will be used for special projects not limited to but may include
 - a.** Learning days
 - b.** Step workshops
 - c.** New-comer events
 - d.** Equipment for the area
 - e.** Etc.
 - 2.** This fund will be reviewed by the treasurer every six months and the treasurer will then report to the SCASCNA on the state of this fund.
 - 3.** The area will then review this report and then may allocate this fund in one or more of the following ways:
 - a.** Retain all or part of the fund for an upcoming special project.
 - b.** Donate all or part of the fund to the SCRSCNA.
- iii.** The Donation policy will adhere to section F unless otherwise directed by a two-thirds majority of the voting participants of the Area.

G. SCASCNA Storage facility

- i.** Will house the following items:
 - 1.** Activities assets:
 - a.** coffee maker
 - b.** tools
 - c.** surplus supplies
 - d.** etc.
 - 2.** SCASCNA Archives
 - 3.** Other relevant items *directly* related to service to the SCASCNA.
- ii.** The Two keys to the storage facility will go to
 - 1.** The Vice Chair
 - 2.** Activities Chair