



Standard Operating Procedures and Policies

State Onsite Regulators Association (SORA)	SOP No. 1	Version: 1.0
Title: Dues Policy		Effective Date: 11/17/16

Purpose

The purpose of this procedure is to develop a Dues Policy in accordance with Section 2.3 of the current SORA bylaws. These dues shall support the administration of SORA’s mission.

Procedure

1. All classes of membership (as defined in Section 2.2 of the SORA Bylaws) shall pay an annual fee for the rights and privileges of membership (Section 3.1-3.3), unless otherwise directed by the SORA Board.
 - 1.1 Designated SORA staff shall send out membership invitations and an application by January 1st of each year.
 - 1.2 Payment must be received by March 1st of each year to keep membership current.
 - 1.3 Dues shall be paid in accordance with the chart below, depending on the class of membership and number of members.
 - 1.4 Affiliate Membership dues shall be paid by March 1st. Payment schedule offered upon request.
 - 1.5 For agency memberships, there must be one person who is identified as the point of contact for the agency.

2. Membership Dues/User fees

Class of Membership		Annual Dues
1	Voting Full Members	
A	Individuals	\$50
B	State agencies with up to 5 members	\$150
C	State agencies with up to 10 members	\$250
D	State agencies with more than 10 members	\$25 per person
E	Retirees	\$25
2	Non-Voting Full Members	
A	Individuals	\$50
B	Non-state agencies with up to 5 members	\$150
C	Non-state agencies with up to 10 members	\$250
D	Non-state agencies with more than 10 members	\$25 per person
E	Retirees	\$25
3	Non-Voting Affiliate Members	
A	Standard Member	\$1000
B	Blue Ribbon Member	\$1500
C	Gold Ribbon Member	\$2000

3. The Board may choose to waive or reduce individual membership dues for Voting Full Members.

Approved by SORA Board of Directors: 11/17/16

Date of Initial Adoption: 11/17/16

Dates of Revisions

State Onsite Regulators Association (SORA)	SOP No. 2	Version: 1.0
Title: Funds Handling Policy		Effective Date: 10/27/16

Purpose

The purpose of this procedure is to develop a Funds Handling Policy in accordance with Section 4.6(j) of the current SORA Bylaws.

Procedure

1. Treasurer Responsibilities The Treasurer shall conduct SORA business in accordance with the provisions of the bylaws and shall perform such duties as directed by the President or the Board. This includes all duties stated in Section 4.3(e) of the Bylaws.

2. Collection of Fees All fees and funds must be paid by either check, money order or via Pay Pal or other secure online payment method.

2.1 Checks shall be made out to SORA and mailed to: SORA, P.O. Box 894, Portland, CT 06480

2.2 All mail shall be collected regularly by designated SORA representatives.

2.3 All checks and money orders shall be submitted into SORA’s bank account within five (5) business days or by the close of business every Friday by the Treasurer or designee.

2.4 All checks or moneys collected by persons other than the Treasurer shall be submitted to the Treasurer within five (5) business days. A Record of Deposit Form (Appendix A) shall accompany all submitted payments.

3. Payment of Expenditures

3.1 The Treasurer shall pay expenditures as authorized by the Board or President and are within appropriated budget balances. The President and President Elect may serve as additional signatories.

3.2 The Board must approve expenditures over \$100.00 which are not authorized in the approved budget.

3.3 Expenditures under \$100.00 which are not authorized in the approved budget shall require the Treasurer and an additional signatory of either the President or President Elect.

3.4 In accordance with Section 8.4 of the bylaws any SORA member acting with the approval of the President and with the consent of the Board who incurs expenses on behalf of SORA shall be reimbursed by SORA for such expenses. Associated receipts and an Expense Reimbursement Form (Appendix A) shall be submitted to the Treasurer within 30 business days of the expenditure. The Treasurer shall review the expenditure and issue payment within 10 business days upon receipt of an Expense Reimbursement Form and corresponding receipts. For Treasurer reimbursement, the Expense Reimbursement Form shall be submitted to and approved by the President or President Elect and payment issued within 10 business days upon form receipt.

Approved by SORA Board of Directors: 10/27/16

Date of Initial Adoption: 10/27/16

Dates of Revisions:

State Onsite Regulators Association (SORA)	SOP No. 3	Version: 1.0
Title: RIGHTS AND PRIVILEGES OF MEMBERSHIP		Effective Date: 10-3-2017

Purpose

The purpose of this procedure is to develop rights and privileges of membership in accordance with Section 2.2 of the current SORA bylaws. **All members shall pay the appropriate Dues established in the Dues Policy SOP No.1.**

Membership Categories

- 1) **VOTING MEMBERS.** Voting Members shall have the rights and privileges to:
 - a. speak and be heard;
 - b. attend all general and Special Meetings and Conferences;
 - c. vote in both general and Special Meetings;
 - d. serve on committees as members or chairpersons;
 - e. elect members to the Board;
 - f. eligible for election to serve on the Board; and
 - g. access and use Voting Member Listserv.

- 2) **NON-VOTING MEMBERS.** Non-Voting Members shall have the rights and privileges to:
 - a. speak and be heard;
 - b. attend all general and Special Meetings and Conferences;
 - c. serve on committees at the request/approval of the Board and vote on matters that are before the committee in meetings; and
 - d. access (read only) the Voting Member Listserv.

Non-Voting Members cannot vote in either general or Special Meetings of SORA, cannot serve on the Board, and cannot hold a chairpersonship of any committee, unless requested by the Board.

- 3) **NON-VOTING AFFILIATE MEMBERS.** Non-Voting Affiliate Members (e.g. Captains of Industry (COI) shall have the rights and privileges to:
 - a. speak and be heard;
 - b. attend all Conferences and the Regulator Meet and Greet, when applicable;

- c. serve on committees at the request of the Board and vote on matters that are before the committee in meetings;
- d. display logo and contact information on the Non-Voting Affiliate Members subpage of the SORA website;
- e. sponsor activities and events at the annual business meeting;
- f. access and use COI Listserv;
- g. have a designated Board Member to act as COI liaison; and

COI Members cannot hold a chairpersonship of a committee unless the committee is comprised solely of other COI.

4) **RETIRED NON-VOTING MEMBERS.** Retired Non-Voting Members shall have the rights and privileges to:

- a. speak and be heard;
- b. attend all Conferences; and
- c. serve on committees at the request of the Board and vote on matters that are before the committee in meetings.

Retired Non-Voting Members cannot hold a chairpersonship of a committee unless the committee is comprised solely of other Retired Non-Voting Members.

State Onsite Regulators Association (SORA)	SOP No. 4	Version: 2.1
Title: Policies and Procedures for the use of the SORA Listservs		Effective Date: 8/6/2019

Purpose:

The purpose of the SOP is to define the policies and procedures for the use of the SORA Listservs. The SORA Listservs provide members access to information, data and input from other SORA members relative to items that will assist them in conducting their day-to-day activities within a private viewing format.

1) GENERAL

- a. Members of the SORA-Board Listserv will include only those voted on to the Board of Directors, or those appointed by the board as a SORA Officer.
- 1. Within 30 days after the SORA Annual Meeting, the Secretary or Listserv Coordinator will review the SORA Board Listserv and recommend deletion of persons who are no longer Board members and additions of new Board members.
- b. Subscribers to the SORA Regulator Listserv must be Voting or Non-voting Full members of SORA.
- c. Members of the COI Listserv must be the registered Non- Voting Affiliate Members of SORA as approved by the Executive Board.
- d. Members of the Joint-Regulator-COI Listserv must comply with either 1a or 1b above.
 - 1. The intent of the Joint-Regulator-COI Listserv is to provide Regulator and COI members the ability to communicate ideas and inquires between the two groups for the purpose of obtaining and transmitting information relative to the onsite wastewater industry. Direct solicitation or advertising is prohibited.
- e. Within three months of the expiration of annual SORA memberships, the Secretary or Listserv Coordinator will review the SORA member list and recommend deletion of persons who are no longer members or the addition of new members.
- f. Blind subscriptions are not allowed; all Listserv subscribers must be identified by name and contact information (e-mail address, phone number, and mailing address).
- g. At the direction of the Board or the executive committee, the listserv administrator may remove listserv posts and block members.
- h. New subscribers to the Listserv will receive a standard set of welcome and procedural statements that will be developed by the membership committee and will include how to post to the Listserv, Listserv courtesy reminders, and a copy of this SOP.

2) ACCESS AND POSTING

- a. Voting Full members will have access and the ability to post and share content on the SORA

Regulator Listserv and the Joint-Regulator-COI Listserv.

- b. Non-Voting Full members will have access to the SORA Regulator Listserv and the Joint-Regulator-COI Listserv, but will not be able to post or share content (read only).
- c. Non-Voting Affiliate members will have access and the ability to post and share content to the COI Listserv and the Joint-Regulator-COI Listserv.
- d. It is the expectation that replies to all inquiries posted to the SORA Regulator Listserv be compiled by the author and subsequently posted back to the Listserv for member use and/or posting on the SORA website archive; as appropriate.
- e. Use of the SORA Listservs to distribute surveys and research opportunities - Such requests will be reviewed and either approved or denied by the SORA Board. Requests to post a survey or other informational documents will only be accepted from active SORA or COI members. It is suggested that only research that is deemed relevant to the on-site wastewater industry and the Listserv members be approved. For a research request to be granted, at minimum, the requestor should provide a description of the research, detailed description of what participation entails and an accurate reflection of the amount of time expected of participants. Expectations are that survey or research requests should be able to be completed in a relatively short period of time.
- f. Copyright - Referring to an article or news item with typical reference citations, providing a brief quote, or offering a link to legitimate online published content is permissible; list members should not post a full-text version of published material to the listserv. Frequently a list member wants to tell others about an article or news item related to the issues discussed on the list. However, sending the entire article to the list, without the permission of the author or publisher, results in a prima facie case of copyright violation.
- g. Defamation and libel - In exchanges on the listserv and when referring to others, avoid personal attacks and characterizations that question a person's motives or qualifications. List members need to be reminded that a false statement that harms someone's reputation can be actionable as libel. Keeping criticism on an objective basis that is factually verifiable and skipping personal commentary about character, competence or motive minimizes legal risk. The SORA Board reserves the right to remove a members posting privileges.
- h. Political statements – Electioneering or endorsing a candidate for federal, state, or local political office is prohibited.
- i. Unsolicited advertisement or chain letters, propagation of computer worms and viruses, and use of the network to make unauthorized entry to any other machine accessible via the forum is prohibited.

3) ARCHIVE

- a. At the discretion of the SORA Board, archives of certain Listserv posts may be placed on the SORA webpage. Postings Listserv threads to the SORA archive will comply with the following:
 - 1. Be general in nature and not related to a specific proprietary product
 - 2. Not include the names of the SORA member(s)

State Onsite Regulators Association (SORA)	SOP No. 5	Version: 1.0
Title: Policies and procedures for the waiver of membership dues		Effective Date: 4/2/2019

Purpose:

The purpose of this SOP is to define the policies and procedures for the waiving of annual SORA membership dues as outlined in SOP No. 1.

2) GENERAL

- i. Existing and new members requesting a waiver of their annual dues must complete the Annual Dues Waiver Request Form (Appendix A); available on the SORA webpage, within the “Members” tab. New members must also complete the online SORA Membership Form. This request must include:
 - 1. applicant’s name;
 - 2. state, agency, title;
 - 3. contact information (email, phone);
 - 4. the committee you are requesting to be placed on; or if you are currently serving on a committee; and
 - 5. a statement that your employer will not provide funding for the SORA membership.

3) CONDITIONS FOR ELIGIBILITY

- a. Waivers will only be granted to “Voting, Full Members”, as defined in the SORA By-Laws.
- b. The member must comply with one of the following:
 - i. currently serving on the SORA board;
 - ii. was a past SORA board member (serving within the previous two years);
 - iii. currently an active member on a SORA committee, or;
 - iv. provide a request to be placed on a SORA committee and serve on that committee for at least the calendar year of which the waiver is granted.
- c. Waivers are only considered when SORA receives verification that the member’s employer (a state agency) will not provide funds for the SORA membership.
- d. Any state agency may only receive a waiver for one member per calendar year.

4) BOARD DETERMINATION

- b. The SORA board will review the application and within 45 days provide to the applicant, via email, an approval or denial for the waiver of dues for that calendar year.
- c. Acceptance for the dues waiver will indicate the following:
 - i. Time frame for which the waiver is valid

A statement of understanding of how the recipient will meet the conditions provided in Section 2.b above

APPENDIX

A



State Onsite Regulators Association

Expense Reimbursement Form

Person requesting reimbursement:

Name _____

Address _____

City/State Zip _____ Phone _____

SORA title _____

Date of Board approval if any item is >\$100: _____

(For Treasurer Reimbursement only)
 President or President Elect approval : _____

Make check payable to (if different than above): _____

- Mail check to the address above
- Other delivery requested: _____

Budget line item	Description	AMOUNT
	TOTAL	\$

 Signature of Individual requesting reimbursement Date

*Please submit this form to the Treasurer with original receipts.
 If form and receipts are faxed, retain original receipts and send to Treasurer.*

.....
Treasurer's use only
 Date request received _____ Date check sent _____

Notes: _____



State Onsite Regulators Association

Record of Deposit

Person submitting deposit:

Name _____

Address _____

City/State Zip _____

Phone _____ SORA title _____

Budget Line Item	Description	CASH	CHECKS
	CASH Subtotal	\$	
	CHECKS Subtotal		\$
	Total Deposit	\$	

Total number of checks submitted _____

Signature of person submitting deposit

Date

Please submit this form to the Treasurer.

.....
Treasurer's use only

Date deposit received _____

Date deposit made _____
(Attach copy of deposit receipt)

Notes: _____