



PROCESS EXPLANATIONS

Last year, we started creating processes with the aim of standardizing our actions making all understand who does what when and how. With the processes, we remove subjective views from our actions and make the equally applicable to all.

Somehow, some did not understand the processes because they were in diagrammatic form. With this document, we intend to explain the processes in plain text.

Section 1: Interpreting the diagram

The diagrams are made up of two sections.

- The left section shows some texts in colored boxes. These texts depict the officer or members responsible for the actions found in the right side. They are given colors, so that you can easily recognize them on the right side.
- The right contains actions. Here you see arrows, action boxes and decision diamonds
 - o Action boxes tell us what is to be done
 - o Arrows point to the next step of the action
 - o Decision diamonds, permit us to ask a question which leads to an outcome of yes or no. An arrow comes to the diamond. A question is posed which produced yes or no answers. 2 arrows then lead out of the diamond to show you the path to take based on the answer to the question. ALWAYS FOLLOW THE ARROW.



Section 2: The current processes

MEMBER ONBOARDING PROCESS

- 1) Any member identifies a classmate
- 2) The member informs the PRO
- 3) The PRO contacts the mate and asks him if he would like to be a member
 - a. If the member says no, the PRO informs the class and the process ends
 - b. If the member says yes, the PRO adds him in the WhatsApp group. The PRO gives him his Matriculation number if available. He asks the member to create a profile on our website and informs the house that the member has accepted joining us. Then process continues to stage 4
- 4) The PRO informs the Executive about the mate`s willingness to be a member.
- 5) The SECRETARY GENERAL collects the member`s information and enters them into our database. He then gives the member all necessary documents (Bylaws, process documents, financial contribution information etc.)
- 6) The TREASURER enters the member`s information in all financial documents and awaits members registration.
 - a. If the member pays his registration, the treasure informs the SECRETARY GENERAL. The SECRETARY GENERAL informs the IT department to update the members status in the website and create a member email. The PRO then informs the house that the member has become regular
 - b. If the member does not pay his registration, he shall regularly be reminded by the treasurer
- 7) Process ends



MEMBER EVENT PROCESS

- 1) Any member can announce an event (Joy, sorrow etc.)
- 2) The PRO is informed and contacts the member for details while awaiting Executive decisions from the SECRETARY GENERAL
- 3) The FINANCIAL SECRETARY checks the books to verify member's registration and financial standing.
 - a. If the member is registered, his financial standing will be checked. If the check is OK, the process continues from number 5
 - b. If the member is not registered, the SECRETARY GENERAL prepares a communique expressing condolence and informing of no contributions. Any drive, if at all, is run out of the forum.
 - c. If the member is registered but not in good standing, the SECRETARY GENERAL prepares a communique expressing condolence and informing of no contributions. Any drive, if at all, is run out of the forum.
- 4) The TREASURER disburses amount due member immediately and informs the board.
- 5) The SECRETARY GENERAL prepares a communique expressing condolence and provides a deadline for members to pay their contributions.
- 6) The PRO sends regular reminders about the drive until the deadline if over
- 7) When deadline is over, the treasure collects contributions from the regional heads to replace the disbursed amount
- 8) The FINANCIAL SECRETARY synchronizes with the Treasurer to make sure all is OK and informs the Board.
- 9) The SECRETARY GENERAL sends a report of the event process to the house
- 10) Process ends



PROJECTS PROCESS

- 1) Any member goes to the website and fills the form requesting a project
- 2) The PROJECTS COMMITTEE gets an automatic email and checks the conformity of the project request.
 - a. If the project request is in conformity, proceed to stage 3
 - b. If the project request is not in conformity, the committee rejects the application and proposes changes so that the member might submit again.
- 3) The EXECUTIVE BOARD examines the project submitted to it by the projects committee.
 - a. If the EXECUTIVE BOARD rejects the project, it informs the PROJECTS COMMITTEE which then informs the member
 - b. If the EXECUTIVE BOARD accepts the project, it informs the PROJECTS COMMITTEE who then submit the project to the HOUSE for debate, including the deadline for decision. The member who submitted the project is also informed. The process continues with 4).
- 4) The HOUSE debates the project
 - a. If members vote no, the projects committee informs the member of the rejection of the process
 - b. If members vote yes, the EXECUTIVE BOARD confirms project and approves or appoints a project manager. The process continues at 5)
- 5) The PROJECT MANAGER gets funds from the treasurer and/or other sources and carries out the project. In case of any problems, the PROJECT MANAGER can always seek help from the PROJECTS COMMITTEE.
- 6) At the end of the project, the PROJECT MANAGER submits the report to the PROJECTS COMMITTEE.
- 7) The PROJECTS COMMITTEE checks the project with what was applied for and submits the report to the EXECUTIVE BOARD.
- 8) The EXECUTIVE BOARD approves the report and sends it to the HOUSE for confirmation
- 9) The HOUSE confirms the report
- 10) The process ends