



Young Leaders Society

Members Handbook

Your guide to membership, the portal, and life in the Society

DRAFT - PENDING RATIFICATION

This document is an internal working draft prepared for review. It is not the final, ratified instrument and may change.

youngleaderssociety.org

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1. Welcome

Welcome to the Young Leaders Society. Whether you are just starting as a Volunteer or stepping into a leadership role, this handbook explains how the Society works, what is expected of you, and how to make the most of your membership.

2. About Young Leaders Society

YLS is a non-partisan, non-profit, youth-led organization that empowers young people to drive social reform. We organize around the United Nations Sustainable Development Goals and deliver impact through chapters, departments, and national programs.

Our vision is a generation of principled young leaders driving inclusive, sustainable change. Our mission is to identify, develop, and mobilize them through service, training, and structured opportunity.

3. How Membership Works

Your journey moves from a frictionless first step to full, recognized membership:

Step 1 - Sign up as a Volunteer.

Create a free account in minutes (email or Google). Volunteers are the top of the funnel - the easiest way to start participating. You complete a short onboarding, confirm you are 18 or older, and accept the community policies.

Step 2 - Apply for General Membership.

When you are ready, submit a membership application from the portal: share your motivation and skills, optionally choose a department you would like to join, and verify your email. Your application is routed to the President of your chapter (or the appropriate reviewer).

Step 3 - Approval and welcome.

A President in your scope reviews and approves the application. You are promoted to General Member, your requested department (if any) is applied, a membership credential is issued, and any subscription fee is recorded as due. Welcome aboard.

4. Membership Tiers

Volunteer	Free entry tier; participate before applying for full membership.
General Member	Verified, dues-paying member; eligible for a department and office.
Senior Member	Recognized for sustained contribution.
Executive Member	The most senior contributing tier.
Alumna / Alumnus	Stood down from active service; keeps record and Alumni space.

5. The Member Portal

Everything happens in your member portal at youngleaderssociety.org. Depending on your tier and role you will find:

- **Dashboard** - your home, with your responsibilities and what to do next.
- **Profile** - your public profile, discovery details, and privacy controls (you choose what is public, members-only, or private).
- **Team chat and announcements** - communicate within your unit.
- **Inbox and notifications** - a per-recipient inbox; opt in to web push and, where available, WhatsApp alerts.
- **Tasks** - work delegated to you.
- **Credentials** - your membership card, certificates, and a public verification link.
- **Department modules** - tools for HR, Finance, Media, Marketing, R&D;, Technology, and Logistics, visible to the relevant teams.

Modules you cannot yet access appear locked, with a note on how to unlock them - so you always know what is ahead.

6. Departments and How to Join

The Society runs seven departments: Human Resource, Finance, Research & Development, Media, Marketing, Technology, and Logistics. As a General Member you can express interest in a department when you apply, or ask your chapter leadership. Department authority is held by its Director and inherited by the General Secretary and President of the unit.

7. Leadership and Offices

Leadership is organized at four levels - chapter, zone, national, and global - and three lines of office at each:

- **Director** - leads a department for the unit.
- **General Secretary** - coordinates and inherits every Director.
- **President** - leads the unit and holds membership control, reporting, and org-unit management.

Authority flows upward within a level and downward across the units below. Each office is singular within its unit (one President, one General Secretary, one Director per department), and no one may appoint a role higher than their own. Roles are appointed - they are earned, not promised.

8. Recognition and Credentials

Your contributions are recognized. The portal issues digital credentials - a membership card, certificates for milestones and service, and an experience certificate on transition to alumni. Each credential carries a public verification link so anyone can confirm it is genuine.

9. Conduct and Community

Membership comes with a commitment to integrity, respect, and service. You agree to the Code of Conduct and Community Guidelines, which prohibit harassment, discrimination, hate speech, and exploitation. Treat fellow members with dignity, represent the Society well, and deliver on what you take on.

10. Safety, Privacy and Your Data

YLS is an adults-only (18+) organization. If you encounter harmful behavior, you can report or block a member from within the portal; reports reach the moderation team, and child-endangerment matters are treated as urgent.

You control your profile's visibility field by field. Contact details such as phone, email, and national ID are always kept private. You may delete your account and personal data at any time from Settings; the Society retains only de-identified institutional records as described in its privacy policy.

11. Getting Help

Start with your chapter leadership for day-to-day questions. The portal's locked-module notes tell you who to ask for access, and the Office of the President chat can point you in the right direction. For policies and official documents, see the legal section and the downloads page on the website.

Appendix - Glossary

Volunteer	The free entry tier and top of the membership funnel.
General Member	A verified, dues-paying member.
Chapter / Zone / Nation	Nested organizational units, local to national.
Director / GS / President	The three lines of office at each unit level.
Department	A functional team (HR, Finance, Media, etc.).
Credential	A verifiable digital card or certificate.
Alumni	Members who have stood down from active service.