



Individual Membership Approval & Termination Process

Approval Process

Each applicant will be reviewed for approval of individual membership to Chatham House. The Membership Relations Manager will assess each application using the application form and statement of intention.

All recommendations for approval will be passed to the Director of Chatham House. Approval will be given at his / her discretion as stated in by-law 7; “approval of applications for membership is entrusted to the Director who shall have an absolute discretion as to the selection of Members from eligible candidates”.

The Director will not approve applications where:

- In the opinion of the Director, the candidate does not meet the criteria for membership set out in the charity’s by-laws.
- There is evidence of undesirable behaviour which may potentially bring the institute into disrepute.
- There is evidence of illegal activities.
- There is potential for damage to Chatham House’s reputation via association.
- In the opinion of the Director there are other compelling reasons why the applicant should not be accepted as a member.

Approved applications must then be accepted through the election process (as stated in the terms and conditions). A list of new applicants for individual membership will be posted at 10 St James’s Square and on the Chatham House website [members area](#) for one week for other members and Chatham House staff to view. If there are no objections, the application for individual membership will be accepted at the conclusion of this process at the discretion of the Director (by-law 6).

Applications not approved will be notified in writing by the Director.

If any applicant that has not been approved wishes to challenge the decision, they have the right to appeal to Chatham House’s Council’s Chairman as stated in by-law 7. “The Secretary to the Council shall be notified of any applications rejected by the Director and shall notify Council accordingly. Applicants for membership rejected by the Director shall have the right of appeal to the Chairman of the Institute”.

This appeal shall be final.



Termination Process

Every applicant applying for individual membership of Chatham House will be required to agree to the terms and conditions and codes of conduct set out for new and existing members.

If at any point during the period of his / her individual membership a member breaches any of the institute's terms and conditions of membership, by-laws or rules (including guidelines for conduct), Chatham House reserves the right to revoke the member in question's membership or enforce other penalties as the Director deems appropriate – including, but not limited to, temporary suspension of membership, loss of membership benefits, and exclusion from attending events.

Any such breach committed by a member shall be dealt with in accordance with the following procedure:

- a) The Director will issue a verbal or written warning to the member in question as considered appropriate, with a copy of the written warning also being circulated to Council for their reference.
- b) In the event of a further breach the Director will issue a final written warning, with a copy of the final warning also being circulated to Council for their reference.
- c) If the member persists with the breach or the breach is sufficiently serious to warrant it, the Director will exclude the member from Chatham House and / or terminate his / her membership. A copy of any material sent to and from the member will be circulated to Council for their reference.
- d) At all stages the member shall have the opportunity to make representations in writing in his / her defence in response to the allegations against him / her.
- e) The member shall also have the right to appeal against any sanction imposed against him / her. Such appeal shall be adjudicated by the Chairman whose decision shall be final.

If an individual member has been terminated due to disciplinary proceedings they will not be allowed to reapply for membership.

If an individual member has been terminated, their membership fee for the current year will be refunded on a pro-rata basis.

Approved by the Council of Chatham House on 22nd June 2010 under the authority of By-Law 31 (d).