

Terms & Conditions for Individual Membership of Chatham House

All individual members of Chatham House must agree to the following terms and conditions. Chatham House retains the right to terminate individual membership of any member in serious breach of these terms and conditions.

1. Chatham House welcomes individuals with an interest and/or experience in International Affairs to apply for individual membership. Applicants must submit an application form, a statement of intention (of between 100 and 250 words) and payment when applying to join. Each application will be assessed by Chatham House's membership department and passed to the Director for approval (By-law 7). All member data will be stored according to the data protection act 1998.
2. If the applicant fails to meet one or more of the minimum standards for membership as listed in the Individual Membership Approval & Termination Process they will not be approved for individual membership (By-law 7). The Director and Council have absolute discretion as to the selection of members. Applicants for individual membership not approved by the Director shall have the right of appeal to the Chairman of the Institute, whose decision is final. There will be no further right of appeal.
3. All approved applicants must then be accepted through an election process before becoming members. 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).
4. Applicants for individual membership have access to membership benefits once they have completed the election process and have been approved and accepted as members. Any objections from members or staff (during the election process) will be investigated before membership is approved or denied. The applicant for individual membership will be informed of any delays to their membership due to investigation.
5. Once approved and accepted, individual membership is valid for one year and renewable annually on the anniversary of the acceptance of their application. No member shall be entitled to vote or enjoy any benefits of Chatham House so long as subscription payments are in arrears (By-law 14).
6. Payment for individual membership will be taken on submission of the application. In the event of a new application being rejected a full refund of the membership fee will be given.
7. Individual membership will be suspended once payment is more than one month in arrears. If a member pays the membership fee within three months of the due date, the individual membership will then restart - and be renewable annually - from that new date. The only requirement for rejoining within this time period will be payment of the annual subscription (the current year amount). The member will not be required to pay a rejoining fee or go through the election process again. If a suspended member does not rejoin within three months of the due date, the membership will be deemed to have been terminated.
8. A member whose individual membership has been terminated due to an unpaid subscription (of more than three months) will be required to apply to Chatham House as a new applicant. This will include going through the election process and paying the joining fee. If a member has been terminated due to disciplinary proceedings they will not be allowed to reapply for membership.

9. Payment of an individual membership is expected to be made by an individual rather than an organisation. Chatham House does not normally accept corporate cheques, corporate credit cards or corporate wire transfers for an individual membership payment.

10. Once payment has been received, individuals who join Chatham House or who renew their membership will be entitled to a refund only within the first six months of their membership period, at the discretion of the membership department. If the member provides a legitimate reason for requesting a refund (e.g. moving overseas for work, illness, etc.) then a 50% refund will be approved. If no reason is provided, the member changes their mind about membership or the request is made more than six months after the payment was taken, Chatham House reserves the right not to issue any refund.

11. Only named members may use their membership card to gain entry to Chatham House (in order to attend events, use the library, etc). Members are not permitted to allow non-members to use their membership card.

12. Members may bring one guest to most member events via advance registration. Some events do not allow guests and this will be stated on the website at the point of registration. A guest may attend one Members Event each year. Members must provide the guest's name, email and affiliation upon registration. Chatham House reserves the right to refuse entry to a member's guest.

13. Any member visiting Chatham House will be expected to treat other members, guests and staff with courtesy and respect. Members and members guests are expected to abide by the Chatham House Security Guidelines when attending Members Events. Any member found behaving inappropriately will be asked to leave immediately.

14. Those under the age of 18 who wish to join Chatham House may only do so if a parent or guardian is already a member. They must remain with them at all times when attending Chatham House. Members under the age of 18 are legally not allowed to consume alcohol anywhere within Chatham House. We also reserve the right to refuse admission to any member under the age of 18 to any Chatham House reception where alcohol is being served, although they may attend the event the reception is linked to. These receptions include but are not restricted to: member, new member, research, under 35, and conference events.

15. The Chatham House Rule may be invoked at meetings to encourage openness and the sharing of information. Members attending meetings at Chatham House held under the Chatham House Rule must abide by the rule. Chatham House can take disciplinary action against any one of its members who breaks the Rule.

16. Members are permitted to list their affiliation as Chatham House members on résumés, in publications such as *Who's Who* and for other biographical purposes. Members may join groups within networking and social media websites that show an affiliation to Chatham House, for example on Facebook. However, to protect the integrity of the research review process, members are not permitted to use their Chatham House affiliation on their personal business cards, on book sleeves or when writing articles or giving media interviews, or on other public platforms unless they have the specific approval of the Director, whose decision shall be final.

17. It is not permitted to distribute literature or marketing materials within Chatham House that have not been authorized by the institute.