Thank you for your interest in Individual Membership. We welcome applications (overleaf) from those with an interest in international affairs, who wish to join our network in a personal capacity.

**About our memberships**

Chatham House offers two categories of individual membership: Full Membership (with concessions available to students and under 30s) and Associate Membership.

**Full Membership:**

This offers unlimited registration to our Members Events, subscriptions to *The World Today* magazine and *International Affairs* journal, access to our online resources and webinars, access to our Library and e-Library and regular emails to update you on our recent work.

**Associate Membership:**

This is ideal for those living outside London or with little time to visit Chatham House. Associate Members have access to all our online features, including participation in Webinars, curated content and online subscriptions to our publications. If you do find yourself in London, you can also attend up to two member’s events at Chatham House per year and visit our Library twice.

**Membership fees in 2020**

In order for your application to be processed, you will need to submit the relevant subscription amount, detailed below. Should your application be unsuccessful, a full refund will be issued.

**If applying between 18/09/2020 and 11/10/2020, you are eligible to a 15% off your membership fee.**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Member Associate | | | |
| **Standard** | **Concessions** | |  |
| **Full** | **Under 30** | **Student\*** |  |
| £315 + £50 joining fee  £310.25 with  15% discount | £205 + £50 joining fee  £216.75 with  15% discount | £170  No joining fee  £144.50 with  15% discount | £155 + £50 joining fee  £174.25 with  15% discount |
| *\*Those studying with an Academic Institutional Member (AIM) of Chatham House are eligible for the AIM Student concession, which is £140 joining fee N/A. 15% discount N/A.* | | | |

**Chatham House Individual Membership Application Form**

**Applicant Details:**

|  |  |
| --- | --- |
| Title: |  |
| First Name: | Last Name: |
| Gender: |  |
| Date of Birth: (DD/MM/YY) |  |

**Preferred Contact Details:**

|  |  |
| --- | --- |
| Email Address: | Main Telephone: |
| Mobile Phone: |  |

**Correspondence Address:**

|  |  |
| --- | --- |
| House name/number and street name: |  |
| Town: | City: |
| County/State: | Postcode/ZIP code: |
| Country: |  |

**Professional Details:**

|  |  |
| --- | --- |
| Job title: | Department: |
| Company Name: |  |

*Or*

**Academic Details** (student applicants only):

|  |  |
| --- | --- |
| Course type (BA/MSc/PhD etc): | Course title: |
| Academic Institution: |  |
| Department: |  |
| Course completion date: |  |

**About You**

All applicants are required to submit a short personal statement for review by the institute’s Director who approves all members. In the space below please include **100-250** words about yourself, ensuring you answer the following questions:

Your personal statement should:

* What do you hope to gain from becoming a Chatham House member?
* What drives your interest in international affairs? (Please outline any current involvement in international affairs, making reference to relevant personal, academic and employment experience)
* What research areas or themes are of specific interest to you?

**How did you become aware of Chatham House?**

CH Event CH Member CH Staff CH Website CH Publication

Newspaper Radio TV Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Information**

**I understand that in order for my application to be processed, I must first contribute my annual subscription and where applicable a one-off joining fee.** I am applying for:

**Full Membership**:

Standard:

Under 30 concession:

Student concession:

AIM Student concession:

**Associate Membership:**

I would like to contribute my annual subscription by:

**Credit / Debit card\***

|  |  |
| --- | --- |
| Cardholder Name: |  |
| Card Number: |  |
| Expiry Date: | Security Code (CSV): |

“Or”

**Direct Debit** (UK Bank Account Holders Only – Complete the Mandate on the Back Page)

“Or”

**Cheque/CAF Cheque**: I enclose a cheque in UK Pounds Sterling, **noting the correct amount as shown on page 1** (made payable to “Chatham House”)

Please tick here to request a receipt

*Please note:*

1. *Once your account has been debited, the transaction should appear on your account statement as “ROYALINST” or “RIIA.” 2.*
2. *Chatham House membership subscriptions are set to auto-renew at the end of your membership year by default. This helps us to ensure no interruption to your benefits around your next renewal date. Each year we will send you a reminder at least four weeks before you are due for renewal. This allows you to cancel and avoid being charged if you wish to end your subscription.*
3. *The option to pay by Direct Debit is currently only available to UK bank account holders. If you are not a UK bank account holder, you will need to pay by another method.*

**Gift Aid Declaration**

Chatham House is a registered charity and your membership subscription is a donation. Each year additional funds raised through gift aid play a vital role in supporting Chatham House’s work and mission.

At no extra cost to you - **if you pay tax in the UK**, Chatham House can reclaim the basic rate tax (25p for every £1) you donate. You are eligible to gift aid if:

* You are a current UK tax payer and your donation is made from your personal bank account (not a corporate account)
* You have paid an amount of income tax and/or capital gains tax at least equal to the tax to be reclaimed on all your charitable donations this tax year. In addition, if you are a higher rate taxpayer, you may reclaim 20% (the difference between the basic and higher rates of tax) of the total value of the gift in your Self-Assessment tax return.

Please tick the appropriate box:

I am NOT a UK taxpayer

I do NOT wish Chatham House to claim Gift Aid on my donations and subscriptions

I would like to sign up to gift aid (please complete the declaration below)

**I (insert your name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am a UK tax payer and would like Chatham House to treat all subscriptions and donations that I make from the date of this declaration (and any I have made in the past 4 years to the institute) as Gift Aid donations.**

**I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year**

**(6 April to 5 April) that is at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that Chatham House will reclaim 25p of tax on every £1 that I have given.**

**Home Address (Required)**

|  |  |
| --- | --- |
| Address: |  |
|  |  |
| Postcode/ZIP code: |  |
| Signed: | Date: |

*Please notify Chatham House via* [*membership@chathamhouse.org*](mailto:membership@chathamhouse.org) *or on +44 (0)207 3143 631 if you wish to cancel this declaration at any time, (for example because you no longer pay sufficient tax in the UK on your income and/or Capital Gains tax) or if you wish to change your address.*

**Terms and Conditions of Chatham House Individual Membership**

The following are the terms and conditions which apply to Chatham House Membership and which constitute an agreement between you and Chatham House.

By joining as a Chatham House member and agreeing to this document, you accept these terms and conditions. You should read them carefully and retain a copy for your reference.

Chatham House welcomes individuals with an interest and/or experience in international affairs to apply for Individual Membership. The election process takes a maximum of two weeks.

Our current membership subscription amounts and a complete list of benefits relevant to each membership category can be found at [www.chathamhouse.org/membership-subscriptions](http://www.chathamhouse.org/membership-subscriptions).

Please note that in addition to these terms and conditions, your use of [www.chathamhouse.org](http://www.chathamhouse.org) is also governed by the following:

* [Privacy and Cookie Policies](https://www.chathamhouse.org/privacy-and-cookie-policies)
* [Terms of Use](https://www.chathamhouse.org/terms-and-conditions)

1. **Becoming a Member – The Election Process**

Chatham House welcomes individuals with an interest and/or experience in international affairs to apply for Individual Membership. The election process takes a maximum of two weeks.

1. Individuals are recognised as members in a personal capacity and not as representatives of any organization. Accordingly, Chatham House will not discuss an individual’s membership with any third-party organization. Payment of the subscription is the responsibility of the named individual.
2. To become a member, applicants must complete all mandatory fields on an up to date application form and contribute their annual membership subscription amount, plus joining fee (where applicable), at the time of application.
3. All application forms ask for a personal statement of intention (100 – 250 words) which will be reviewed by the membership department before being submitted to the director for approval.

Applicants approved by the director will then be listed for review by existing members and staff at Chatham House for one week. Providing there are no objections individual membership will commence at the end of this period. Objections will be investigated before membership is approved or denied at the discretion of the director.

1. The director and chairman of council have absolute discretion over the selection of members. Rejected applicants have the right of appeal to the chairman of council, whose decision is final. After this there will be no further right of appeal.

If an applicant is not accepted for membership they will receive a refund of the amount submitted minus the administrative joining fee. The institute also reserves the right to retain any additional donation submitted.

1. Successful applicants will have access to their membership benefits once they have been formally accepted as members. Early access to benefits will be given at the discretion of the head of individual membership, upon request.
2. **Major Donors and Individual Membership**
3. All those individuals who donate to one of the following supporter groups, above and beyond their standard individual member contribution, shall be considered as major donors to the institute:
   * St James’s Roundtable
   * William Pitt Group
   * Lionel Curtis Group
   * Director’s Circle
   * Presidents’ Circle
4. Major donors enjoy full membership of the institute and are subject to the following paragraphs of these terms and conditions:
   * 5(a), 5(b), 5(e), 5(f)
   * 6
5. Upon deciding to discontinue their additional philanthropic support, major donors will revert to being individual members, subject to the entirety of these terms and conditions, for the remainder of their membership term (the anniversary of their last donation to Chatham House).
6. **Renewing membership and contributing subscription amounts**
7. Individual membership is valid for one year and renewable yearly on the anniversary of the first membership period’s start date.
8. Membership benefits and voting rights will be suspended when membership subscriptions are more than one month in arrears. After three months, suspended memberships will be terminated and those wishing to remain members will need to reapply as new members.
9. Upon joining Chatham House or renewing your membership in a given year, you agree to remain a member of the institute for a minimum term. The minimum term of membership is twelve months from a member’s membership start date or twelve months from each annual renewal date thereafter. Those members choosing to contribute their subscription amount quarterly by credit or debit card are required to complete all payments for the relevant membership year.
10. **Membership Terminations and Refunds**
11. Refunds of individual membership subscriptions are issued at the discretion of the head of individual membership and will usually only be considered during the first six months of a membership period. It is the responsibility of members who request refunds to provide a reason for their request.

Refunds approved during the first six months of a membership period will amount to no more than 50% of the membership subscription.

1. In no circumstances will a refund be issued to an organization which has purchased Individual Membership on behalf of an employee. Individual Memberships are issued in a personal capacity and are non-transferable.
2. Individual members and or their family should not hesitate to contact the institute in cases of critical illness or death, where a refund will be given.
3. **Member behaviour and visiting Chatham House**
4. Chatham House members are expected to uphold a high standard of behaviour and to treat other members, guests and staff with courtesy and respect. Aggressive, discriminating, disrespectful or otherwise inappropriate behaviour will not be tolerated. In these cases, Chatham House reserves the right to terminate membership with immediate effect. However, members retain the right to appeal to the Chairman of Council.
5. Full members will be issued with a membership access card for gaining entry to Chatham House. In circumstances where the card is lost, members will be asked to pay for a replacement. Associate members, who visit the institute less frequently, will not be provided with a membership card and must check in at Reception, providing their full name and membership number on arrival. For security reasons members will occasionally be asked for photo ID.
6. Individual Membership is non-transferable and a member’s benefits/membership card should never be shared with another individual. Chatham House reserves the right to terminate the membership of any person found to be transferring their membership to another individual. There is no right for appeal in this case.
7. Unless otherwise agreed or stated on the website, members can bring one guest to most members events via advance registration. Members are not allowed to bring the same individual as a guest to more than one event during a 12-month period. Chatham House reserves the right, with reason, to refuse entry to a member’s guest.
8. Those under the age of 18 who become members of Chatham House must be accompanied by a guardian over the age of 18 at all times when visiting Chatham House. Chatham House reserves the right to refuse entry of those under 18 to event receptions where alcohol is being served.
9. Individuals can list their affiliation as a Chatham House member on their résumé, in publications such as *Who’s Who* and for other biographical purposes. Members may also join groups which show an affiliation to Chatham House within social media and networking websites, for example the institute’s pages on Facebook. However, unless they have the specific approval of the director, whose decision shall be final, members are not permitted to use their Chatham House affiliation:
   1. On personal business cards or book sleeves
   2. When writing articles or giving media interviews,
   3. On other public platforms.

This is to ensure we continue to protect the integrity of the institute’s research review process. Members who are uncertain about whether or not they can use their affiliation should contact The Individual Membership Team for guidance before proceeding.

1. **Chatham House Rule**
2. Occasionally the Chatham House Rule will be invoked at meetings to encourage openness and the sharing of information. The institute takes any infringement of this rule very seriously and members attending meetings held under the Chatham House Rule must abide by it. Those who do not may face the termination of membership with immediate effect.

**Chatham House Rule**

The Chatham House Rule reads as follows:

*“When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.”*

Explanation of the Rule:

The Rule originated at Chatham House with the aim of providing anonymity to speakers. It is now used throughout the world as an aid to free discussion. Meetings do not have to take place at Chatham House, or be organized by Chatham House, to be held under the Rule.

Meetings, events and discussions held at Chatham House are normally conducted 'on the record' with the Rule occasionally invoked at the speaker's request. In cases where the Rule is not considered sufficiently strict, an event may be held 'off the record'.

**Members who are uncertain about whether or not they can share the content of an event should contact the Individual Membership Team for guidance before proceeding.**

*These terms and conditions were compiled in line with Chatham House’s Charter and Bye-Laws. The complete Charter and Bye-laws can be found at* [www.chathamhouse.org/charter](http://www.chathamhouse.org/charter)*.*

I agree to the terms and conditions of Chatham House membership

|  |  |
| --- | --- |
| Signed: | Date: |

**Chatham House Direct Debit Mandate**

Instruction to your bank or building society to

Pay Chatham House by Direct Debit

Please complete this form and return it to: Chatham House 10 St James's Square, London, SW1Y 4LE, GB



|  |  |  |
| --- | --- | --- |
| Customer Name or Company Name |  | Service User Number |
|  |  | **1 6 6 9 2 8** |

|  |  |  |
| --- | --- | --- |
| Bank/Building Society account number |  | Reference (Membership Number) |
|  |  |  |

|  |
| --- |
| Branch sort code |
|  |

**Instruction to your Bank or Building Society** Please pay Chatham House Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Chatham House and, if so, details will be passed electronically to my bank/building society.

Signed…………………………………………………………

Date……………………………………………………………

|  |
| --- |
| Name and full postal address of your Bank/Building Society |
|  |

**Banks and building societies may not accept Direct Debit Instructions for some types of account**

**The Direct Debit Guarantee**

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

* If there are any changes to the amount, date or frequency of your Direct Debit Chatham House will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Chatham House to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
* If an error is made in the payment of your Direct Debit, by Chatham House or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
* If you receive a refund you are not entitled to, you must pay it back when Chatham House asks you to.
* You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

