

## CONDITIONS GOVERNING GUILD MEMBERSHIP & REGISTRATION OF A SURNAME STUDY

### 1. Preamble

1.1. The Guild's Constitution describes, in Sections 5 & 6, the requirements for membership, how applications for membership are processed and how applications for registration of a surname study are made.

1.2. This document defines the Rules and Procedures attached to membership of the Guild and the registration of a one-name study (see Cl 6.1 of the Constitution). In accordance with Section 15 of the Constitution, these “may be altered, extended or repealed by decision of the Committee.”

### 2. General Definitions

2.1. The Constitution Clause 2.9 defines a one-name study as “research into the genealogy and family history of all persons with the same surname and its variants.”

2.2. Where the phrase 'the study' or 'the surname' is used in this document it includes both the registered surname and any variants noted within that member's one-name study registration.

### 3. General Statement

3.1. The Guild has its roots back in 1979 promoting high-quality documentary research in the pre-PC and pre-internet era, but it positions itself today as a world-leading centre of excellence for in-depth studies of individual surnames and groups of surnames.

3.2. The Guild supports the development of one-name studies without mandating any particular approach or method, recognizing that the field has been transformed in recent years by the digitization of data, the proliferation of online transcriptions, and the development of genealogical DNA test applications; and aware that the field is likely to be transformed in the future by new technologies, online resources and opportunities as yet unidentified.

### 4. Membership

4.1. The Constitution, in Clause 5.1, states that “Membership shall be open to any individual with a declared interest in one-name studies” and in Clause 7.2 affirms the principle that “all members will have equal status and a single vote in Guild affairs.”

### 5. Membership Conditions

5.1. All members are required to pay an annual membership fee. For existing members this falls due on 1st November. The membership fee is set by the Committee which may authorize discounts or special offers as it sees fit. The Constitution notes in Clause 5.5 that “any member who has not paid his or her subscription three months after the due date shall cease to be a member.”

5.2. Members who register a surname are required to respond to email and postal reply-paid queries relating to the surname study in a timely fashion.

5.3. Members should read the Guild's document “Code of Good Practice and Etiquette” and endeavor to maintain the standards set by this document.

## 6. The Register

6.1. The Guild publishes a Register of One-Name Studies as required under Clause 6.2 of the Constitution.

6.2. For more information on Registration of Surnames, see Section G of the Guild's Rules and Procedures. The Study Categories and Study Codes stated within that document are repeated below for convenience.

6.3. Members' contact details will be stored in the Guild's database(s) subject to conditions set by the General Data Protection Regulation EU2016/679.

6.4. A member's postal address and/or email alias will appear in the printed edition of the Register of One-Name Studies.

6.5. The means of searching the Register online within the public domain may display contact details differently to the printed version, as the Committee sees fit, and presently does not show a postal address if an email address is given.

## 7. Study Principles

7.1. Members who register a surname as a Guild one-name study should accept the following principles in relation to their registered one-name study:

- that the member will work towards a study that is global in scope
- that it includes research within countries where the name is relatively significant and where sources of genealogical data are readily available
- that it researches and stores data available in core genealogical datasets and transcriptions (e.g. Births, Deaths, Marriages and Census)
- that it stores and may research other data where the surname is mentioned (e.g. Probate Records, Newspapers, Military Records etc.)
- that the member will maintain an accurate description of the scope and progress of the study using Study Codes and Study Categories.

7.2. Members with a registered study are expected to actively research their registered names although it is accepted that there will be periods of little activity due to health and other personal circumstances.

## 8. Study Categories

8.1. Members who register a surname as a Guild one-name study should define the progress of their study according to three categories:

Category 1     A study where research of core genealogical datasets and transcriptions is in its early stages.

Category 2     A study where research of core genealogical datasets and transcriptions is well underway, but in some countries only.

Category 3     A study where research of core genealogical datasets and transcriptions is well underway on a global basis.

8.2. Members are asked to update their category status as their studies develop via the Guild Website.

## 9. Registration of Surnames & Variants

9.1. Under the Rules & Procedures, members are discouraged from registering more than three separate surname studies. For each study a one-time fee is levied on first registration, with the fee being set by the Committee.

9.2. Members can register a reasonable number of variant surnames within each registered study. Where the number of variant surnames requested appears excessive the Registrar has the discretion to reduce the number of variant surnames. Members may request to add or remove a variant at any time by submitting the proposed change to the Registrar. Registered variants should be surnames in use today wherever possible.

9.3. Under the Guild's Rules & Procedures any given surname may be registered as a study or

variant by only one member on a 'first come, first served' basis. The Registrar reserves the right to decline a registration and will decide on the process for de-registration and re-registration.

## 10. Study Codes

10.1. The Study Codes are designed (a) to help enquirers understand what a registered study may be able to offer them, and (b) to provide information to the Guild about the scope of our collective activities. They are subject to change as decided by the Committee.

10.2. The following Study Codes are defined:

- A** Study has an Archived datastore which contains genealogical data and may be found by searching for the appropriate registered name on the Guild website.
- B** Study has published a Book or e-book.
- D** Study has an associated DNA study for which the member is usually the project coordinator.
- E** Study has an Email address.
- F** Study has a Facebook page.
- G** Study is available for adoption by another Guild member.
- K** Study has nominated a genealogical next of Kin to take over the study.
- L** Study has deposited materials in the Guild Library which are available to other Guild members.
- N** Study produces a Newsletter, journal or blog
- O** Study has published Other material such as an article in a journal or magazine, a CD or DVD, etc
- P** Study has a Study Profile which gives details about the study and which can be viewed by searching for the appropriate registered name on the Guild website.
- R** This study has Reconstructed family trees for the surname to some level of completion, where (1) a few, (2) quite a lot, (3) a majority, (4) all or nearly all.
- S** Study is supported by a one-name Society.
- W** Study has a Website whose URL should be found on the Study Profile.

10.3. A date field on the member's registration page associated with the Study Codes indicates when the codes were last updated or confirmed by the member.

## 11. Other Surname Interests

11.1 Members may record a Surname Interest for a name when the member does not wish to register the study but wishes to express an interest in it. The interest will be displayed on a search for the name on the Guild website.

11.2 A Surname Interest shall not be registered for a study already registered with the Guild. Instead, the member wishing to register the interest should contact the study owner and offer assistance with the study and, subject to the study owner's agreement, have the interest recognized on any Study Profile page.

*Last updated ..... and agreed by Committee*