



SoBA 101

The Society of Bluffton Artists Membership Manual

Sales Procedures

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SoBA Sales Procedures

- Pull out a sales receipt from the top right drawer of the desk
(Note that it is three a (3) page receipt-
White & Yellow copies are SoBA's records Pink copy is for the customer)
- Ask the customer how they will be paying for the purchase and then mark the appropriate box
Cash ___ Check ___ Credit Card___
- Fill in the section below customer info:
Name of Art Piece
Name of Artist
Price of Piece
Tax 6%
Total
- Have customer complete the top portion of the receipt with their information
(This information is mandatory for all credit card sales)
Name
Address
Phone

Cash sales

Make sure you give the customer the correct change. Count it more than once to verify what you are doing

Check Sales

Have the check made out to SoBA and it must be made out for the exact amount of the sale.

Credit Card Sales

Once you have tabulated the total amount of the sale with tax proceed with the credit card machine.

Sale: Use this function to authorize and capture transactions for settlement. The customer may offer a card for payment in one of three ways: 1) By inserting a "smart card" (one with an embedded chip) into the smart card reader located at the front of the terminal or PIN pad, a technology that adds an extra layer of security. 2) By swiping the card through the magnetic stripe reader ; or 3) by tapping a contactless card.

Display	Action
Idle Menu	Touch Sale.
Enter Amount \$0.00	Key amount and press [ENTER].
Terminal May Prompt: Enter Tip Amount Or Press Cancel (X) To Skip	Enter tip amount or press Cancel (X) to print a blank tip line.
Terminal May Prompt: Please Enter PIN	Key PIN or press [ENTER] to bypass. (If the issuing bank doesn't allow PIN bypass, the transaction will be canceled and a receipt will print).
Please Present Card	Manually key card number if sale was not initiated by an insert, tap or swipe.
Terminal May Prompt: Waiting for PIN Entry	Key PIN and press [ENTER].
Terminal May Prompt: Approved \$\$. \$\$ Collect \$\$. \$\$ Accept Partial Amount No Yes	Touch desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
Host Response	Receipts print.

Void: Use this function to delete a transaction that is in the current batch.

Display	Action
Idle Menu	Touch Other.
Reprint Void Refund	Touch Void.
Enter Transaction SEQ # from Receipt.	Key sequence number and press [ENTER].
Amount \$0.00 Date M/DD/YY Time HH:MM Approval Code ##### Card # Token # ##### Cancel Ok	Touch Ok.
Performing Credit Reversal	
Print Customer Receipt? No Yes	Touch desired option.

Return/Refund: Use this function to issue a credit to the cardholder's account for goods or services.

Display	Action
Idle Menu	Touch Other.
Reprint Void Refund	Touch Refund.
Enter Amount \$0.00	Enter refund amount and press [ENTER].
Please Present Card	Insert, tap, swipe or manually key account number and press [ENTER].
Terminal May Prompt: Waiting for PIN entry	If prompted, have customer enter PIN on PINpad and press [ENTER].
Print Customer Receipt? No Yes	Touch desired option.

Reprint: Use this function to reprint the last transaction or any transaction stored in the terminals memory.

Display	Action
Idle Menu	Touch Other.
Reprint Void Refund	Touch Reprint.
Enter transaction SEQ # from receipt	Key sequence number and press [ENTER].
Re-printing receipt	Press Cancel (X) to return to idle prompt.

- Enter all the digits of the total. If the amount is \$20.00 enter 2000. If the amount is \$423.42 enter 43242. The machine figures out where the decimal point should be.
- Return the Credit Card to the customer
- It takes a few moments for the machine to push out the paper receipt.
- Gently tear the first copy and ask the customer to sign it
- Wait for the customers copy and gently tear it
- Attach the signed copy to the white & yellow receipts
- Attach the customer copy to the pink receipt and give that to the customer with their purchase
- Put all completed sales receipts in the cash box which is in the deep second drawer on the right side of the desk.

Morning Shift Check List

Staffing hours Monday thru Saturday 10:00am until 1:30pm

- Arrive five minutes before your shift so you ready for customers at the opening time of the gallery.
- Once you unlock the front door stop yourself and turn the top interior lock to open.
- Turn all the lights switches on in all the rooms/areas.
- Put out the Open flags and sandwich board SoBA signs
- If there is a paper receipt of any kind in the credit card machine gently tear it off and immediately put it in the cash box.
- Check the restrooms paper supplies, refill if needed.
- Double check that all the binders you will need to keep records in during the shift are accessible.
- REVIEW all the sales procedures and make sure there are receipts in the top right drawer of the desk.
- Get the log sheet ready for the day.
- Keep your personal bags, pads off to the side of the work area. The desk is to be used for customer transactions.
- Keep accurate sales records, noting sales in appropriate binders/inventories and notify artists of sales
- Call and remind the following day's volunteers of their shift and time. If necessary leave a message.

Afternoon Shift Check List

Staffing hours Monday thru Saturday 1:30pm until 5:00pm

- Verify with the morning staff that credit card machine is working correctly.
- Verify that all sales recording is current.
- Double check that all the binders you will need to keep records in during the shift are accessible.
- REVIEW all the sales procedures and make sure there are receipts in the top right drawer of the desk.
- Keep accurate sales records, noting sales in appropriate binders/inventories and notify artists of sales
- Keep your personal bags, pad off to the side of the work area. The desk is to be used for customer transactions.
- Empty the trash cans if needed and put the closed trash bag in the large green trash container that is on the side of the CCA.
- Bring in the Open flags and Sandwich boards SoBA signs.
- At 5:00pm double check that all the sales receipts are in the cash box, the side door is bolted, and all the gallery lights are turned off.
- Turn the top lock on the front door, double check the gallery is locked once you are out.

Sunday 11:30am until 3:00pm

Please follow all of the opening and closing instructions

IMPORTANT

SoBA Staffing Members

Staffing Issues: Lin Hilts 843-705-5698

Gallery Issues: Gayle Miller 309-883-1019

Credit Card Issues: Janie Parker 843-304-3898

Class Questions: Sandra Wenig 843-247-2868

President

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BY LAWS
SOCIETY OF BLUFFTON ARTISTS

ARTICLE I NAME

Section I - Name

The name of this organization is The Society of Bluffton Artists (SOBA). It is a non-profit organization incorporated in the State of South Carolina.

ARTICLE II PURPOSE

Section I - Purpose

The purpose of the Society of Bluffton Artists is to promote a public interest in, and an appreciation of, visual arts in the community as well as to assist artists, at all levels of development, to enhance their artistic abilities in the visual arts.

ARTICLE III BOARD OF DIRECTORS

Section I – General Powers

The affairs of the Corporation shall be managed by its Board of Directors.

Section II - Composition of the Board of Directors

The Board of Directors shall consist of the following: The Executive Board: President, Vice President, Recording Secretary, and Treasurer. The Committee Chairpersons shall consist of: Corresponding Secretary, Membership, Gallery Chairperson, Gallery Display Manager, and Center for Creative Arts Manager, Publicity Manager, Volunteer Manager, and Public Relations Chairperson. Any two or more offices may be held by the same person, except the Office of the President. The Executive Board and/or the Board of Directors may also include additional members-at-large. The Board of Directors may also include additional members-at-large, at the discretion of the Board. The Board shall be elected for one year.

Section III - Regular Meetings

A regular meeting of the Board shall be held each month at the discretion of the Executive Board.

Section IV - Special Meetings

When votes are called for from the President by email, all responding votes and comments are to be emailed to ALL Board Members. Special meetings of the Board of Directors may be called by, or at the request of, the President or any two members of the Board. The person or persons authorized to call special meetings of the Board may fix any place for holding any special meeting of the Board called by them.

Section V - Vacancies

Any vacancy occurring in the Board of Directors, and any directorship to be filled by reason of an increase in the number of directors, shall be filled by the Executive Board. A Director appointed to fill a vacancy shall be appointed for the unexpired term of his predecessor in office.

Section VI - Compensation

Directors, as such, shall not receive any salaries for their services.

Section VII - Informal Action by Directors

Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if there is consent of the Directors.

Section VIII - Election Process

The President will appoint a Nominating Committee. It will be the duty of the Nominating Committee to prepare a recommended Slate of Directors needed for the following year. The publication of the corporation will notify the membership-at-large of the right to nominate candidates for the Board of Directors. This is to be done by the submission of the candidate's name to the Nominating Committee. The proposed candidate must be willing to serve. Voting will take place at the annual meeting to be held in the month of May/ June. The newly elected Directors will assume their duties following this annual meeting. In the event of a split vote the entire SOBA membership will vote through email and the majority rules.

Section IX-Removal

Any officer/board member elected or appointed may be removed by the Board of Directors whenever, in its judgment, the best interests of the Society would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer/board member so removed.

Section X - Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

ARTICLE IV OFFICERS

Section I - President

The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He or she shall preside at all meetings of the members and of the Board. He or she may sign, with the Treasurer or any other proper officer of the Corporation authorized by the Executive Board, any deeds, mortgages, bonds, contracts, or other instruments which the Executive Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board or by these bylaws or by statute to some other officer or agent of the Corporation; and in general he or she shall perform all duties incident to the Office of the President and such other duties as may be prescribed by the Board of Directors from time-to-time. The President has the authority to sign checks in the absence of the Treasurer. The President is responsible for presenting a general verbal report at the open meeting of the membership.

Section II -Vice President

The Vice President shall act as Program Chairman. In the absence of the President or in the event of his or her inability or refusal to act, the President shall appoint a Vice President to perform the duties of the President, and when so acting, shall have the powers of, and be subject to, all the restrictions upon the President. Any Vice President shall perform such other duties as from time-to-time may be assigned to him/her by the President or by the Board of Directors.

Section III - Treasurer

The Treasurer shall have charge and custody of, and be responsible for, all monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board; and in general perform all the duties incident to the Office of Treasurer and such other duties as from time -to-time may be assigned to him/her by the President or by the Board of Directors. The Treasurer will keep the Corporation's financial records on a monthly basis and will produce monthly and year-end financial statements for presentation to the Board in a timely fashion. These books will be open a t all times, with appropriate arrangement by the Treasurer, for inspection by any member of the Board. The Treasurer shall be responsible for the proper establishment of each fund based on donations to benefit the Corporation, including description, specific purpose, and any controls and/or restrictions. The Treasurer will be responsible for the annual IRS tax return and an annual audit by an independent accountant.

Section IV - Recording Secretary

The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors and be custodian of the corporate records. The Recording Secretary will keep a calendar recording all activities of, and dates important to, the Corporation; and in general perform all duties incident to the Office of Secretary and such other duties as from time-to-time may be assigned to her or him by the President or by the Board of Directors.

Section V - Corresponding Secretary

The Corresponding Secretary shall be responsible for all correspondence of the Corporation.

Section VI - Membership Chairman

The Membership Chairman shall keep a register of the post office address of each member, which shall be furnished by such member, and shall make available to all members the current membership list. The Membership Chairman shall see that notices are issued to every member each year to inform members when annual dues are payable and listing the categories of membership available. The Membership Chairman shall receive all membership dues and turn them over to the Treasurer. The Membership Chairman shall issue a membership card to each member, and produce the Membership listing.

Section VII -Publicity Manager

The Publicity Manger shall be responsible for placing all publicity including advertising and newspaper articles relating to Gallery and Society events.

Section VIII - Public Relations Chairman

The Public Relations Chairman shall represent the Society at Chamber of Commerce and Old Town Bluffton Merchants Society meetings.

Section IX- Gallery Chairman

The Gallery Chairman shall be responsible for all art gallery operations including building upkeep/maintenance (including landscaping), change-of-show requirements, featured artist and judged show events, and other Gallery events.

Section X -Learning Center Manager

The Learning Center Manager(s) shall be responsible for all educational matters including our "after-school youth workshops" and the adult workshop programs. The Manager(s) will develop the appropriate curriculum and obtain qualified art instructors to conduct the classes. The Manager(s) will develop brochures and conduct mailings announcing these classes.

Section XI- Volunteer Manager

The Volunteer Manger will coordinate all activities relating to the staffing of the Gallery during normal working hours.

Section XII- Gallery Display Manager

The Gallery Display Manager shall be responsible for the hanging of all changes of show except where noted by special events. The Display Gallery Manager shall be responsible to choose the hanging committee members. The Gallery Display Manager and all hanging committee helpers must be SOBA members. The Gallery Display Manager has the right to refuse art work that does not meet the gallery standards. The President shall have the right to replace the Gallery Display Manager and any/all hanging committee helpers when deemed necessary.

ARTICLE V CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section I- Contracts

The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Corporation, and such authority may be general or confined to specific instances.

Section II-Checks, Drafts, etc.

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the Treasurer or the President. No money over one thousand dollars shall be spent without prior Board approval. The Board can authorize the Treasurer to purchase Certificates of Deposit (CD's).

Section III- Deposits

All funds of the Corporation shall be deposited from time-to-time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section IV- Gifts

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Corporation.

ARTICLE V MEMBERSHIP

Section I- Membership

The Corporation is open to any adult (over 18) applying for membership and submitting payment of the annual dues to the Corporation.

Section II- Categories

Membership categories shall consist of the following: Single, Family, Patron, and Sponsor.

Section III- Exhibiting Membership

Exhibiting membership is open in the following categories to members who have paid their annual dues and exhibiting fee for the current fiscal year.

Exhibiting art is defined as:

1. Non-photographic 2 dimensional original art.
2. Photography/Digital Art- Digitally enhanced photography is to be labeled as such
3. Jewelry- Juried into SOBA
4. 3D Art- Juried into SOBA and to be changed monthly
5. Giclees accepted as bin art only.

Section IV-Honorary/Life Membership

Honorary/Life Membership may be conferred by the Board for distinguished or unusual service in the visual arts. Honorary Members are entitled to all the privileges of membership. They are exempt from the payment of membership dues.

Section V- Voting Rights

Each member shall be entitled to one vote on each matter submitted to a vote of the members.

Section VI- Termination of Membership

The Board of Directors, by affirmative vote of two-thirds of all of the members of the Board, may suspend or expel a member for cause after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who shall be in default in the payment of dues for the period fixed in Article VII of these bylaws.

Section VII -Transfer of Membership

Membership in this Corporation is not transferable or assignable.

ARTICLE VII DUTIES

Section I- Annual Dues and Hanging Fees

The Board of Directors may determine from time-to-time the amount of annual dues and hanging fees payable to the Corporation by members of each class. Exhibiting fees pertain to those specified by the Board as a balanced exhibiting membership who display their artwork in the Gallery with the following percentage limitations for each category. (Percentage of exhibiting artists)

1. 2 Dimensional original Art (Oil, Watercolor, Acrylic, Pastel, Pencil, Mixed Media and Collage) 76%
2. Original Photography/Digital Art-16%- Digitally enhanced photography is to be labeled as such.
3. Jewelry-4% (juried)
4. 3 D Art- 4% (juried)

Section II-Payment of Dues

Dues shall be payable upon admission to the Corporation and thereafter annually on September 1 of each year.

Section III-Default and Termination of Membership

When any member of any category shall be in default in the payment of dues after November 30, his or her membership shall be considered to have lapsed.

Section IV- Membership List

The cut-off date for payment of dues in order to be included in the membership booklet is November 1st. Members paying their dues after such date and new members joining after such date may be listed in the monthly newsletter, and it will be the responsibility of each member to maintain the correctness of his or her membership list.

ARTICLE VIII MEETINGS OF MEMBERS

Section I- Annual Meeting

An annual meeting of the members shall be held in the month of May/June. Date and place shall be determined by the Board of Directors. Said meeting shall be for the purpose of electing Directors and for the transaction of such other business as may come before the meeting including, but not limited to, yearly reports. If the election of Directors shall not be held on the day designated herein for any annual meeting, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as conveniently may be.

Section II- Annual Board of Directors' Meeting

An annual meeting of the Board of Directors of the Corporation, as required by South Carolina law, will be held following the annual meeting of the members, or as soon thereafter as possible.

Section III- Special Meetings

Special meetings of the members may be called by the President, Executive Board and/or the Board of Directors.

Section IV- Place of Meeting

The Board of Directors may designate any place as the place of meeting for any annual meeting or for any special meeting called by the Board of Directors.

Section V- Notice of Meetings

Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by mail, or by e-mail to each member entitled to vote at such meeting. Such notice may be given in the Corporation publication. In case of a special meeting or when required by statute or by these bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the Corporation, with postage thereon prepaid.

ARTICLE IX FISCAL YEAR

Section I- Fiscal Year

The fiscal year of the Corporation shall begin on the first day of September and end on the last day of August in each year.

ARTICLE X WAIVER OF NOTICE

Section I- Waiver of Notice

Whenever any notice is required to be given under the provisions of South Carolina Corporation Law or under the provisions of the Certificate of Incorporation or the Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI AMENDMENTS TO BY LAWS

Section I-Amendments to Bylaws

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Directors present at any regular meeting, or at any special meeting, if a quorum be present, and if at least two days' notice is given of intention to alter, amend, or repeal, or to adopt new bylaws at such meeting.

ARTICLE XII DISSOLUTION OF THE CORPORATION

This article will have to be decided on. When SOBA was incorporated in South Carolina, our Articles of Incorporation listed us as a non-profit mutual benefit corporation and said that: " in the event that this Corporation shall ever be liquidated or otherwise dissolved, the residual assets of the Corporation shall be distributed to some other qualified tax-exempt (pursuant to Section 501c3) by virtue of a vote of the Board In order to have non-profit status with the Federal Government, we may have to change our incorporation to be a public benefit corporation. The South Carolina Articles of Incorporation for a public benefit corporation say: "Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) 3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such asset not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes."

AMENDMENTS TO BY LAWS

ARTICLE XIII GALLERY / LEARNING CENTER

Section I-Gallery

The Gallery was created to serve as a sales facility for SOBA artists and photographers. The Gallery is limited to displaying appropriate original paintings (oil, watercolor, acrylic, pastel, mixed media and photography). Pottery, ceramics, and wood carvings will be displayed, space permitting. No clothing or other crafts will be displayed. All members displaying artwork must abide by the Society's regulations at that time, including but not limited to:

- a) Membership and hanging fee payments;
- b) Volunteer work requirements;
- c) "Part-time" resident work requirements; and
- d) "Featured Artist" requirements.

Section II- Learning Center

The Learning Center was created as temporary space for conducting art classes/workshops for specific Bluffton youths and area adults.

Should the current space be unavailable for classroom activities, the Society will attempt to find space in another Bluffton location to conduct said classes. Classes will be conducted based upon availability of space, and demand by Bluffton schools and area adults.

All students attending art classes must abide by rules and regulations established by the Board of Directors or face removal from the program. The original purpose of this program was to provide advanced art training for Bluffton's 4th and 5th grader art students (to be selected by their respective Bluffton school teachers) and the Bluffton Boys and Girls Club members.

SoBA Display Guidelines

Members who have paid their “exhibiting fee” for the year may display one painting or photo and one or two minis per month.

Members can exhibit two paintings or photos a month only when the Board approves the month.

9 am - 11 am change of show hours for drop off and pickup.

All work must be for sale.

Each artist must work one half day, during the show period, for one painting or photo on display... or pay a \$200 no sitting fee. (Only 10 no sitting spots available in a membership year.)

All items being displayed must be original and handcrafted.

Art must NOT have been exhibited at SoBA within the last 6 months.

Exhibiting artists should provide an artist’s Biography to be placed in the “Artists Profile” binder.

Display Criteria for Art and Photography

In order to hang on gallery walls the following size limits must be followed.

Maximum size is 36 x 40”

Minimum size is 8 X 10”

Smaller size work (Minis) will be displayed on our shelves. (Easels will not affect size)

Maximum size for Minis is 8 x 8” and must have a SoBA form on back with DATE placed.

One or two Minis for one month is permitted and requires one half day of sitting.

If Mini is SOLD it may be replaced.

All art and photography must be professionally presented, clean and properly framed. The top, bottom and sides of Gallery Wrapped Canvas must be finished and painted to compliment the painting.

Depth of Gallery Wrapped Canvas must be at least 1 1/4” deep.

A professional appearance is imperative.

Each piece of artwork must be framed using hardware with eye screws mounted into the frame 1/3 of the way down and pulled tight across.

No saw tooth hangers can be used. Incorrectly mounted work cannot be accepted for entry into shows Bumpers may be included (especially on minis) and placed on back corners.

SOBA reserves the right to judge whether art is appropriate for display and meets the Gallery Display Guidelines.

Bin Art

Bin art is limited to five pieces and should be replaced every four months.

All reproductions, including hand colored reproductions of pen/ink drawings, must be identified on the mounting board. The term "reproduction" should be clearly indicated.

Do NOT use the term "Giclee" as most customers do not recognize that this is a printing process. The term "print" should be reserved for the printmaking category (mono prints/relief/intaglio/screen).

Both limited and open editions reproductions are allowed but each member can include no more than one copy of the same reproduction simultaneously in the bins.

All bin artwork should be "signed in" in the Bin Art Notebook in the credenza.

Fill out labels completely which are in the Bin Art Notebook and secure to the back of the artwork.

All artwork must be matted, backed with foam core and wrapped with a clear protective plastic.

New larger Bin available for Maximum overall size of 20 x 26".

Guidelines for Three Dimensional Art

All 3D art must be created solely by the artist.

New member's 3D work will be juried before acceptance

Any three dimensional artwork (ceramic / sculpture /wood / glass) that will be featured on our pedestals must have a maximum base dimension 12" x 12" and maximum height of 24".

Larger sculptures will be juried and if accepted, must stand on the floor or on a pedestal furnished by the artist.

Ceramic and glass art works must be inspected for chips or cracks before being displayed.
All 3D work must be free of sharp or excessively pointed edges and must be able to stand securely without additional support.

Three dimensional artists may display up to 4 items.

Three dimensional pieces may stay on display for up to 4 months.

Guidelines for Jewelry

Like all other art in the gallery, jewelry must be original and handcrafted by the artist. It needs to be professional in style and appearance.

New jewelers will be juried before acceptance.

It must be placed in the glass case with appropriate stands and tags.

Tags must be printed and of uniform size for artistic appearance.

There is a limit of 9 pieces per jeweler at any given time.

Jeweler sitting obligation is one half day per month.

Guidelines for Display of Miniatures

A member who has paid the exhibiting fee may display up to TWO miniatures.

ONE or TWO Miniatures may remain for ONE month.

Miniatures must be placed monthly at changeover.

No three dimensional works will be considered.

Miniatures will be displayed on shelves.

Sitting obligation for only Minis (one or two) is one half day per month.

Please refer to gallery sitting guidelines.

Gallery Sitting Obligations

One half day per unit per month that you have items on display as described below:

Each framed or gallery wrapped artwork; and

Three dimensional art (clay, wood, glass or metal)

Miniature paintings as follows:

If you are sitting for a painting already in the show you may show up to two minis without additional sitting time.

NOTE while you sit, you may display an additional piece of work. Gallery commission still applies.

If you elect to sit on a Sunday, that will cover your sitting obligation for one hanging item and/or one or two Minis in the current show.

If you need to change a sitting date it is your responsibility to find a substitute.

If your date is not kept you will not be able to exhibit the following month. Sitting dates should always be during the month of the show.

We urge you to visit the gallery ahead of changeover to reserve your sitting date(s).

ALL DATES MUST BE FILLED BEFORE DOUBLING UPAs you know, these commitments are important to the success of our gallery.

Registration, Delivery and Pickup:

Art should be submitted on changeover day between 9 – 11 am.

2 Registration Forms are to be attached to the back of your art.

See last page for additional templates

Art SHOULD be delivered and/or picked up on changeover day.

If you need to submit your work early, you must have a sitting date and arrange for delivery/pickup on changeover day. Entry forms must be attached

Art brought to gallery early or left behind will be stored at your own risk.

Featured Artists:

All guidelines apply.

You must be a member for at least one year.

Additional information will be supplied upon approval.

Your label copy needs to be submitted at least ten days prior to show.

Your show must be hung the Sunday afternoon before changeover day.

You must remove your show promptly Sunday after gallery closes.

Demonstrations:

Demonstrations by artists are a great idea and will attract visitors. The porch and yard are perfect places to give a demonstration.

All demos must be scheduled with the Gallery Staffing Manager.

Demonstrating artists must provide their own materials and a drop cloth to protect the porch floor.

Work sold by demonstrating artist should be processed through the gallery and is subject to the standard commission rate. (See below)

Commissions:

The artist receives 65% and SOBA receives 35% of all sales.

If, within 60 days, a buyer contacts the artist and purchases a recently exhibited work, the artist is obligated to pay SoBA a 35% commission whether or not the sale is made through SoBA.

Responsibility:

The Society of Bluffton Artists, its volunteers, employees, agents or representatives WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE, HOWEVER CAUSED, TO ANY WORK SUBMITTED FOR EXHIBIT.

SoBA Change of Show
Date_____

First Name:_____

Last Name: _____

Title:_____

Medium:_____

Price: \$_____

TEL#:_____

Sitting Date: _____

SoBA Change of Show
Date_____

First Name:_____

Last Name: _____

Title:_____

Medium:_____

Price: \$_____

TEL#:_____

Sitting Date: _____

Society of Bluffton Artist

Bin Art

Date _____

Title: _____

Artist: _____

Medium _____ Original _____ Print _____

Price\$ _____

Society of Bluffton Artist

Bin Art

Date _____

Title: _____

Artist: _____

Medium _____ Original _____ Print _____

Price\$ _____

Society of Bluffton Artist

Bin Art

Date _____

Title: _____

Artist: _____

Medium _____ Original _____ Print _____

Price\$ _____

Society of Bluffton Artist

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Society of Bluffton Artist

Bin Art

Date _____

Title: _____

Artist: _____

Medium _____ Original _____ Print _____

Price\$ _____

Society of Bluffton Artist

Bin Art

Date _____

Title: _____

Artist: _____

Medium _____ Original _____ Print _____

Price\$ _____

SoBA Featured Artist

Have You Got What it takes to be a Featured Artist?

Criteria:

- Have a full year membership and experience as a displaying member of SoBA.
- If you would like to do a joint show that is possible. Find an artist that you are very comfortable and compatible with in personality and art. Both artist must be members of SoBA and meet the criteria in point number 1. A joint show brings in a larger audience, expenses are shared.
- Find a theme that shows your style and technique in the best light and is broad enough to catch SoBA's customers' attention.
- Have a major inventory ready to show at least six weeks before the date of your show. Have enough to bring in replacements when pieces sell.
- Bring color and life to the room that you show your art, presentation is everything
- Build promotional material using ideas and pictures of your art.
- Network in every format possible to promote your show.
- Price your art to sell.
- Be ready to staff the gallery at least four times in the weeks that your show is on display.
- Past Featured Artists are a good resource to know what worked best, ask questions.
- Hang your art the Sunday afternoon before change of show of the month you are Featured Artist after 3:00P.M. Remove your art before 3:00 P.M. the Sunday afternoon before the next Featured Artist Show
- Plan your opening reception
- If you are comfortable that you can meet all the Featured Artist Criteria put a plan together, let us know what month (give us more than once option) you would like your show and your name will be put in place.
- It's a wonderful experience, take the step.

FEATURED ARTIST
SOCIETY OF BLUFFTON ARTISTS

Dear

Congratulations on being selected as a featured artist at the SOBA Gallery, The following information will provide you with guidelines for preparing your show and opening reception. There are two options or spaces to exhibit your work depending on the size of your show. Options are as follows: the back room which is designated for featured artists or the wall on the left of the SoBA entrance which is 11 feet long. If you have any questions, the Gallery Manager.

DATES OF YOUR SHOW:

DATE OF YOUR OPENING RECEPTION:

DATE YOU CAN HANG YOUR SHOW:

DATE YOU MUST REMOVE YOUR WORK:

The ARTIST will be responsible for the following:

Printing your own postcards. Cost of postage. Postcards should list the date, time and place of your reception as well as the name of your show. Send them to friends and distribute them to May River Gallery, Pluff Mudd, Hilton Head Art League and other galleries that you wish. Mail them 3 – 4 weeks before your show. Return address on the postcard should be SoBA, PO Box 1972, Bluffton, SC 29910

Provide the Heather Bragg of Bragg Media with a photo of your work and a write up up to 6 – 7 weeks in advance of the show. They can assist you with design of your postcards. heather@braggmedia.com

If you need assistance building an inventory sheet or making labels for show let us know. You'll need to provide an inventory data of your work 1 – 2 weeks in advance of the show so that the person creating the labels can print and have them available for you at the time your work is hung. Please put info on the back of each piece of work. Labels applied to the walls should be consistent throughout the Gallery.

Provide a sign for entrance to your show with your name. Your medium and the theme of your show. Provide posters if desired. You may hang one on the front of the gallery in the box next to the entrance.

Work 4 half days in the Gallery. Call the Staffing Chairman, Lin Hilts the week before the show to set your schedule.

The day of the reception you may provide floral arrangements if you so desire. Arrive by an hour before and enjoy your day. You will be responsible for setting up tables and cleaning the gallery after your show. Featured Artist provides 3 three bottle of white wine, something nonalcoholic and s finger foods for your reception.

SoBA will be responsible for the following:

Arrange for all newspaper publicity.

E-mails to members to announce show and opening reception date.

Provide mailing labels for your postcards from the current membership list.

SoBA will furnish 4 bottles of white wine. Members will be asked to donate finger foods

Please advise the Gallery Manager if you have a bartender to pour the wine.

A table is available at the Gallery to use for bios, postcards and note cards. It is recommended that if you have giclees and prints of show paintings, a small card stating that these are available is all you need.

Same split commission rate 65% artist – 35% SoBA.

Good Luck with your show!