



ATHA Handbook for Chapters

Revised November 2024

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----- The History of ATHA -----

The Association of Traditional Hooking Artists (ATHA) was created in April 1979 when Peg Hansen organized a group of rug hookers to meet in West Willington, Connecticut. Peg's vision was to form an open organization that would promote the art of traditional rug hooking, encourage educational activities and offer an exchange of creative ideas among members. Today, we enjoy the fruits of their labors as members of the Association of Traditional Hooking Artists.

----- How ATHA is organized -----

ATHA's Board of Officers includes President, Vice President, Secretary, Treasurer, Regional Coordinator, Librarian, Historian and Communications Director. These Officers are elected by the membership and serve a two-year term. They are installed in August of the election year via a virtual meeting or at an ATHA Convention. An officer may only serve three consecutive terms in the same position.

ATHA's Executive Council includes Education Chair, Membership Chair, Magazine Editor, Ads Manager, Social Media Chair, Insurance Liaison and Webmaster. These individuals may attend the Board meetings and participate in the discussion, but they may not vote.

ATHA's Regions

The United States, Canada and overseas countries are divided into (16) regions. Each region is headed by a Regional Representative who is elected by the membership for a two-year term. A listing of Regional Representatives and their regions can be found in the front of the ATHA Magazine.

Role of the Regional Coordinator

The Regional Coordinator is the Board officer who represents the Chapters' interests to the Board and communicates with the Regional Representatives and the Chapter presidents. The Regional Coordinator is responsible for certifying new chapters and helping chapters obtain the 501(c)3 tax exempt status under ATHA's Group Exemption Number with the IRS.

Role of the Regional Representative

The elected Regional Representative acts as the liaison between the Regional Coordinator, the chapters and the members within the region. The Regional Representative is responsible for submitting Chapter Annual reports and IRS tax status to the Regional Coordinator, handles chapter inquiries and assists in the recruiting and formation of new chapters.

----- How ATHA Benefits Chapters -----

1. Free Advertising in the ATHA Magazine and Website

ATHA MAGAZINE – ATHA publishes *The Art of Rug Hooking* —an 84-page, full color bi-monthly magazine. Each chapter is allowed a ½ page of free advertising annually in the ATHA magazine. This ad can be used to promote an exhibit, workshop or other special event. For further information, contact the Ad Manager. (Contact information is in the front of the ATHA magazine.)

ATHA WEBSITE – Your chapter events can also be published free on the ATHA Website. Please send the event details to admin@atharugs.com at least 2 months in advance of the event.

2. Access to ATHA Website Resources

The ATHA website (atharugs.com) offers various resources that your chapter and members can use and have access to. (These resources may soon change in appearance as a new website is currently being created and will be available in early 2025.) Currently the ATHA Website offers members the following:

- ***Pattern Library***
Over 150 free patterns are available for members to download and use. These patterns have been collected from earlier ATHA magazines as well as the current issues. You can view these patterns along with the designer's name and the magazine issue. The patterns are free to members and can be downloaded for personal use.
- ***ATHA Magazine Articles***
A library of magazine articles from the earliest issues to the current day, are available on the ATHA website for members. These articles include educational articles, teacher features, dye articles, chapter challenges, etc. They can be sorted by topic name.
- ***Educational Programs for Chapters***
Looking for programs for your Chapter Meetings? Under the Members tab on the ATHA website, you can find educational programs searchable by topic, which can be used as a program idea.

3. Access to Chapter Outreach Grant Program

ATHA created the Chapter Outreach Program in 2022 to provide a grant to chapters interested in teaching potential rug hookers. ATHA wants to help your chapter increase their membership and expand their presence in the community by providing funds to purchase the supplies necessary to teach beginning rug

hookers. We are ready to help your chapter meet your goals. For more information, please contact the ATHA's Educational Chairman. (Contact information can be found in the front of the ATHA magazine.)

The Chapter Grant application can be filled out online. You will need the following information to fill out the application form:

Chapter and President's Name

Person in charge of Project

Number of paid ATHA members in chapter

Last year the Chapter filed the IRS 990N

Does the chapter have a bank account?

Type of project planned. Date of event?

Fees, if any, that will be charged for the event.

Estimated cost of the event. (List expenses for the event in detail.)

The chapter must agree to:

- Provide ATHA National with a financial accounting of the event within 30 days of the event.
- Acknowledge ATHA National as a co-sponsor of the event.
- Submit an article with photos for the next ATHA magazine after the event.

(NOTE: Items that are NOT eligible for grant funds are: membership dues, rent for regular meeting space, chapter celebrations, or other chapter-related expenses such as equipment for chapter use only.)

-----The Responsibilities of ATHA Chapters-----

Chapters are the roots of ATHA and each chapter has its own character based on the interests of its members. To make your chapter's affiliation with ATHA as easy as possible, there are a few things that are asked of a Chapter on an annual basis:

1. File an Annual Request for ATHA Insurance January 1 of each year.

ATHA's Insurance coverage for chapter meetings is not automatic and does not continue automatically from year to year. Your chapter must renew its request for coverage the first part of January every year by emailing the Insurance Liaison with the following information:

ATHA Chapter:

Date of Event:

Event:

Location:

Location Street Address:

Location City, State Zip:
Chapter Contact Person:
Chapter Contact Email:
Chapter Contact Phone number:

In the email, list every location that your chapter will be using for the year along with the dates of the meetings. *The insurance company cannot guarantee that your Certificate of Insurance (COI) will be issued during the first 3 weeks of January due to the volume of requests.* It is advised that you avoid an ATHA event within that timeframe. Please allow at least three weeks for approval of your COI request. Contact information for the Insurance Liaison can be found in the front of the ATHA magazine. (Refer to the Attachment section for an Insurance Request sample letter.)

Special Insurance Request —If your chapter plans an event at a location and date not listed on the annual chapter Insurance Request letter, you must contact the Insurance Liaison with the date and location at least 3 weeks before the event.

2. Submit an Annual Membership Update form by March 1 to ATHA.

This form asks for your chapter's meeting details along with a list of officers and members. You can download this form from the ATHA website by clicking on the tab ABOUT ATHA → FORMS AND REFERENCES. Send the completed form to the Regional Representative and the Regional Coordinator by March 1 of each year. ((Refer to the Attachments section for a sample of this Membership Update form.)

3. File annually a 990N form online with the IRS between Jan - March 1.

Any officer can file a 990N for your chapter. To file the 990N online, you will need the following information: Chapter's EIN number, Name of Chapter, Name and address of a chapter officer, and website address of the chapter, if applicable.

Once you have filed the 990N, send the receipt to the Regional Representative and the Regional Coordinator. (Refer to the Attachments section for step-by-step Instructions on how to file a 990N form.)

4. File an Officer Update form when new officers are elected.

This form must be submitted whenever a chapter election takes place. The Officer Update form asks for the names, email addresses and telephone numbers of the newly elected officers. You can download this form from the ATHA website by clicking on the tab ABOUT ATHA → FORMS AND REFERENCES. Send the completed form to the Regional Representative and the Regional Coordinator. (Refer to the Attachments section for a sample of this form.

-----Guidelines for Chapter Elections-----

Always refer to your Chapter Bylaws for specific election procedures. If your Bylaws do not address these procedures, ATHA offers the following guidelines:

- The election process should take place preferably in the spring.
- Officers usually serve a two-year term.
- The president shall appoint a Nominating Chairperson (or a Nominating Committee of 3) at least 2 months before the election. The Nominating Chairperson will seek members to fill the officer positions.
- If an office cannot be filled by 1 person, two people may agree to share the office.
- The nominating chairman will announce the list of nominees at a chapter meeting at least 1 month before the election. Additional names may be offered as nominees at this meeting, with the nominee's agreement.
- The nominating committee shall conduct the election including voting, counting votes, recording and reporting results.
- Voting by the majority of members present may be done by a show of hands, unless a paper ballot is requested by any member, with absentee ballots available upon request.
- Officers will assume their responsibilities at the next general meeting.

(Revised by Valerie Begeman, Regional Coordinator, Jill Hurd and Jeri Livingston 11_13_2024)

Attachment 1

Annual Insurance Request (sample)

Your chapter must renew its request for insurance coverage by emailing the Insurance Liaison annually the first of January. The example below shows the information that needs to be included in the request letter.

Example — The Wisconsin Happy Hookers Chapter in Madison, Wisconsin meets every month from Jan - Sept at the First United Church. They are planning a Hook-In in October at the Senior Center and a Xmas party in Dec at the Community Center.

The chapter's email to the Insurance Liaison should look like this:

Wisconsin Happy Hookers Chapter, Madison, WI 53705

Chapter Contact Person: Jane Smith

Chapter Contact Email: jsmith@gmail.com

Chapter Contact Phone Number: 315-456-7896

Meetings at First United Church, 123 Main St. Madison, Wisc. 53705 on Jan15, Feb 15, Mar 14, April 16, May 14, June 13, July 15, August 16, Sept 14.

Hook-In Oct 20 at Senior Center, 46 Center St, Madison, WI 53705

Xmas Party, Dec 10 at Community Center, 24 Church St, Madison, WI 53705

Attachment 2



ANNUAL CHAPTER MEMBERSHIP FORM DUE DATE – MARCH 1

CHAPTER NAME _____ REGION _____ STATE _____

DATE _____ NO# OF MEMBERS _____ Has meeting information changed? Y N

If Y, list change(s)

OFFICERS (Attach list, or write below- Include name, email address and phone)

PRESIDENT

VICE -PRESIDENT

SECRETARY

TREASURER

Attach list of additional members, or write below (include name, email and phone #)

(Continue on back, if handwritten)

Please email a copy to your Regional Representative and to the Regional Coordinator. (Contact info for the Regional Representative & Regional Coordinator is in the front of the ATHA magazine or on the ATHA website.)

Attachment 3



How to file a Chapter 990-N Form with the IRS

All chapters must file a 990N form online with the IRS between January 1 - March 1 of every year. *If a chapter has missed filing a 990-N form within the past 2 years and their status has not been revoked, it is important that the chapter file **immediately** to restore their IRS exempt status.*

You will need the following information to fill out the 990-N form:

- Employer identification number (EIN)
- Legal name of chapter
- Name and address of a principal officer
- Website address of the organization, if any
- Confirmation that the organization's annual gross receipts are \$50,000 or less
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

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Instructions to file a 990-N E-Postcard:

1. Go to the form on the IRS website (IRS.gov)

Click on Charities and Non-Profits, then click on Finding Filing Forms. Click on 990-series Forms and Schedules near the bottom of the page. On the Annual Filing and Forms page, click on 990-N under the heading FORMS.

1. **Review the information** on the Form 990-N webpage, then click the “Submit Form 990-N(e-postcard)” at the bottom of the page.
3. **Sign in with an account.** Starting in 2023, the IRS is requiring anyone filing out a form on the website to have an account. This adds an extra degree of security to verify the user’s identity.
 - a. If you already have an account with the IRS, sign in using your IRS username, or sign in with Login.gov or ID.me.

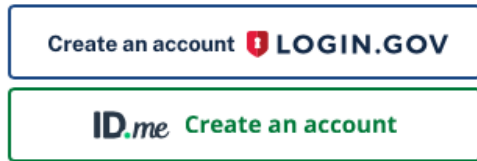
Sign in with an existing account

Sign in with  LOGIN.GOV

Sign in with  ID.me

Sign in with an existing IRS username

Create a new account



- b. If you don't have an existing IRS username or an ID.me or login.gov account, click **Create a new account** to register.

When creating an account, it doesn't matter whether you choose LOGIN.GOV or ID.me. Both allow you to set up an account asking for the same information. Keep your account information handy as you may need it to log in if you file the 990-N for your chapter next year. NOTE: If a different person files the 990-N for your chapter next year and doesn't have an account, he/she will have to create an account like you did. The account you create is your account and is not tied to the chapter in any way.

4. **Select Manage E-postcard Profile** to create a new Form 990-N electronic submission.
5. From the drop-down menu, select **Exempt Organization** in the "User Type" field.
6. **Complete the Organization Details** page. If you don't understand the request, click the question mark icon for an explanation. When you have completed each line, select **Continue**. If you have a website, enter the website address using "www." - not "http://www."
7. **Complete the Contact Information** page. When you have completed each line, click on: **Submit Filing**: NOTE: Only select this option if you are sure that you have input all the required information.
8. Once you click on **Submit Filing**, **print out the form for your records** -- one copy for the chapter records and one copy to be sent to your Regional Representative.
9. If you want to know whether the IRS has accepted your 990-N form, stay online and wait 7 minutes. After 7 minutes, refresh the page (F5 for Windows, Command- R for Mac) and the **Get Updated Status** will be visible. The status will change from "Pending" to "Accepted" or "Rejected."

If your submission was rejected, select the submission ID hyperlink for additional details. After the status is updated, the only valid statuses are "Accepted" or "Rejected." If your status displays any other text (like "submitted" or "MeF failed"), contact IRS Customer Account Services at 877-829-5500.

NOTE: If you do not click on STATUS and leave the website after submitting the form, you will have to wait 6-8 weeks until you can check to see if your 990-N form has been accepted by using the Tax-Exempt Organization Search tool on the IRS website.

Disclaimer: These instructions have been compiled by using IRS resources as guidelines. Please report any corrections or necessary updates to the Regional Coordinator.

Attachment 4



Chapter Election Update Form

When to Submit: Must be submitted after a chapter election when officers change.

Please note: ATHA By-Laws require all Chapter Officers to be ATHA members.

Name of Chapter _____ **Region** _____

Date of Report _____ **Election Month & Year** _____

Term of Office _____

(Fill in below or attach list)

President _____

Phone _____ **Email** _____

Vice President _____

Phone _____ **Email** _____

Treasurer _____

Phone _____ **Email** _____

Secretary _____

Phone _____ **Email** _____

****Please email a copy to your Regional Representative and to the Regional Coordinator.
The contact names and email addresses are in the front of the ATHA magazine and on the
ATHA website.**