

NLGC 2020 Handbook Update Document for 2026 Revision (including Bylaws)

New London Garden Club

P. O. Box 1772

New London, New Hampshire 03257

www.newlondongardenclub.org

Founded 1928

Purpose of the Club

The purpose of the Club shall be to stimulate the knowledge and love of gardening and flower arranging, to aid in the protection and perpetuation of desirable native plants and birds, to further civic beautification and improvement, and to cooperate with other agencies interested in these objectives.

The Club will seek to promote these goals through support of local organizations with similar objectives, beautifying public areas, educational outreach, and scholarships awarded to individuals seeking post-secondary degrees relating to their purpose.

Affiliations

National Garden Clubs, Inc.

New England Region

New Hampshire Federation of Garden Clubs District III Joined in 1933

History

The New London Garden Club was founded in October 1928, with 24 members. Dr. Anna Littlefield, physician, gardener, and botanical artist, was its first president.

Originally the purpose of the Club was to assist in the maintenance of the garden recently designed and planted at the library by the world-renowned firm, Olmsted Brothers Landscape Architects. The planting of the grounds was part of Jane Tracy's generous gift to the Town of New London for its first library building and community center. Today the Garden at Tracy Library is an independent organization maintained by volunteers from the Garden Club and the community under the direction of a professional gardener.

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During the Club's early years, it was known for the remarkable flower shows that funded the Club's ever-expanding civic beautification program. For many years the Club's major fundraiser was the annual Antique Show and Sale.

Today, Club members assist with maintenance at many Civic beautification sites in New London and volunteer at the Garden at Tracy Library. In December, Club Members provide wreaths for public buildings in New London and make tray decorations for Bittersweet residents. The Club's monthly educational meetings are usually held on the second Tuesday of each month. All the educational programs are open to the public, and topics are varied but always with the purpose of enriching knowledge of horticulture, floral and garden design, conservation and civic beauty. Members are always welcome to bring a guest, and the public is encouraged to attend.

The Club's records are stored in the Town Archives in the basement of the Academy Building/Town offices. Of interest are yearly scrapbooks, flower show schedules (listing design categories, horticulture and special exhibits) as well as annual Yearbooks.

Fundraising

Club income is derived from annual dues, contributions, and proceeds from fundraising events. This income is the source of funding for the Club's service projects, scholarships and donations to other organizations. The Club can accept tax-deductible donations through its certification as a 501(c)(3) organization.

Organization

Membership in the Club is open to any person interested in the purpose of the Club and willing to participate in its goals and objectives by fulfilling certain yearly requirements.

The Governing Board of the Club consists of the elected officers, the appointed chairs of committees and the immediate past president. The Board meets monthly, according to Club Bylaws, to conduct the business of the Club.

Meetings of the Membership are held at least eight times a year with speakers whose subjects relate to the purpose of the Club. All meetings except luncheon meetings are open to the public and to guests of members. Workshops and trips are planned throughout the year. The Club may produce a flower show every few years. The annual Garden Party and Holiday Party are open to members and their guests.

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Three Publications keep the Club members informed: the ***Yearbook***, published annually, containing the Club calendar and member directory; ***The Twig***, the Club newsletter, published quarterly; and the ***Handbook***, for Club members, containing detailed information about all aspects of the Club including Club Bylaws.

Annual Membership Requirements

Active Members Pay dues and are encouraged to participate in community projects each year. Active Members may vote and hold office. If dues are not paid, they will not be considered a member, and their name will not be in the Yearbook.

Associate Members After completing 10 years in good standing, an Active Member may request Associate Member status. Associate Members must pay dues; they can vote and hold office. If dues are not paid, their name will not be in the Yearbook.

Honorary Members Status is awarded by the Club based on outstanding contributions to the Club. Honorary Members retain all Active Member privileges but pay no dues and are included in the Yearbook.

Note: Requirements may be waived in the event of extenuating circumstances such as health or other problems. Members must notify the Membership Chair if any such situation exists.

Garden Club Community Projects

The Chair of each community project holds a Board position.

Major Fundraising Events The help of every member is needed for major fundraising events.

Boxwood Tree Workshop In early December members gather to make and decorate boxwood trees and other decorations. Members make these for themselves or to sell to the public. This is a teaching workshop as well as a fundraiser.

Christmas Greens One or more Chairs set a date (usually first Tuesday after Thanksgiving) for members to provide wreaths and swags for public buildings in town and tray favors for Bittersweet residents. They arrange for purchase of wreaths and supplies, workshop space, volunteer signups, and delivery of wreaths.

Civic Beauty One or more Chairs oversee a yearly budget to plant and maintain the Club's civic beauty sites around town. They schedule teams of volunteers headed by a captain for each garden. After planting, team members rotate weekly care of their garden from June until October.

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Garden at Tracy Library Members and Town volunteers maintain this historic garden in New London working Monday mornings from mid-April through early November (See gardenattracy.org).

Governing Board

Officers, Board positions and Club activities for each year are listed in the Yearbook.

Elected Officers Nominated by the Nominating Committee and elected by the Membership annually, usually in September.

President

Vice President

Recording Secretary

Corresponding Secretary

Treasurer

Duties of each office are listed in Article V.

Board Positions

Board Positions are appointed by the incoming President. Each chair of the community project serves on the Board.

Conservation Chair reports on issues of interest and concern to the Board, submits articles to **The Twig** newsletter, serves on the Program Committee, and is responsible for one or more programs on conservation topics. Chair serves as liaison to the New London Conservation Commission. Chair serves as a committee member when the Club has a Standard Flower Show.

Database Chair maintains the active member list information and application information, including details (such as specific interests or skills) provided on the application form. Chair sends group emails, monitors the incoming Club email, creates labels as needed for Club mailings, and provides name tags for new members.

Design Chair reports on design-related events of interest to the Club, works with Workshops and Trips Chair to plan and oversee design activities, serves on the Program Committee, and is responsible for one or more programs on design. Chair serves as a committee member when the Club has a Standard Flower Show.

Fundraising Events One or more Chairs form committees to plan and produce the events, which are the Club's major fundraisers.

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Handbook will be reviewed and revised if and when needed.

Historian Creates an archive record book of all Club meetings, activities, publicity and publications for the year.

Horticulture Chair reports on events of garden interest and submits articles to The Twig newsletter. Chair may work with Workshops and Trips Chair for hands-on workshops and trips to visit gardens. Chair serves on the Program Committee and is responsible for one or more programs on horticulture. Chair serves as a committee member when the Club has a Standard Flower Show.

Hospitality Chair organizes Hostess Teams to prepare beverages and supervise members bringing refreshments and a floral arrangement to each educational program meeting. Members sign up and are reminded. Chair replenishes supplies as necessary with the Hospitality budget.

Membership One or more Chairs keep records of attendance. They provide membership information at program meetings. They remind members of requirements, welcome new members and may assign a mentor.

Program Chair convenes a committee in the Fall to plan the programs for the following year. Committee members make all arrangements, and a list of programs is given to the Yearbook editor, *The Twig* editor, and the Publicity Chair by November 1. The Chair makes all space arrangements for programs throughout the year.

Property Chair oversees the storage of supplies and equipment related to Club projects and events.

Publicity Chair is responsible for publicity and public relations in the media for Club programs (newspapers, radio, TV). Chair places advertisements in The Kearsarge Shopper for Club programs.

Scholarship Chair contacts New London Rotary Club regarding upcoming year's scholarship, to be administered by them on behalf of the Garden Club. The Chair is responsible for revising the terms of the scholarship as needed.

Social Events Chair oversees committees to plan and execute the summer and/or winter parties for Club members and their guests.

The Twig Editor of *The Twig* sends the newsletter quarterly to the membership. Members are encouraged to contribute articles and information about Club related activities. *The Twig* is emailed to the membership but will be mailed to members who require it.

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Website Maintains the Club's online website including general inquiries received through the Club's email account.

Yearbook Editor produces the Yearbook annually updating membership information, the Club calendar, and programs. Deadline for all content is November 1.

Club Activities

Memorial Books Chair supervises donations of books to Tracy Library including books in memory of deceased Club members.

Flower Show Chair(s) produce Flower Show periodically.

Logo Shop Chair participates in planning fundraising and supervises sales of Club shirts and other items.

Pollinator Garden An educational program for third graders to learn, plant and care for a garden through hands-on and classroom presentation.

Pumpkin People Chair recruits volunteers to help decorate pumpkins, usually depicting people and displayed on the Town Green in October. New London's Recreation Dept. sets the annual theme.

Sunshine Flowers Delivers flowers to those who have experienced hardship.

Tracy Library Flowers Chair lines up members to deliver an arrangement to the library's front desk each week during the assigned season.

Trips Chair helps with logistics and registration for workshops and trips.

Workshops Chair serves on the Program Committee and organizes workshops of interest to the membership. Chair helps with logistics and registration for workshops.

Affiliations/Liaison and Committee Responsibilities

Garden at Tracy Library Liaison Serves as liaison between the Garden at Tracy and the Club. Submits related news to *The Twig*.

John Hay Estate, The Fells Liaison Serves as liaison between The Fells and the Club. Submits garden related news to *The Twig*.

National Garden Clubs, New England Region

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NH Federation of Garden Clubs District III Liaison serves as liaison between the Federation and the Club.

Nominating Committee of three is appointed by the immediate past president to nominate a slate of officers to be presented to the Board in August and then to the membership at the first member meeting after September 1st.

Town Garden Awards A committee reviews summer gardens at homes and businesses on Main Street and Newport Road in New London, selects winners and places award signs.

Criteria: The complete criteria can be found on the Garden Club's website, www.newlondongardenclub.org.

NEW LONDON GARDEN CLUB BYLAWS

Revised April 2026

ARTICLE I - NAME

The name of the Club shall be New London Garden Club.

ARTICLE II - PURPOSE

The New London Garden Club is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III - BOARD

Section 1. Composition - The Board shall consist of the officers of the Club, the chairs of the standing committees, and the immediate past President.

Section 2. Meetings - The Board shall meet regularly at the call of the President.

Section 3. Voting/Quorum - Unless otherwise stated in these bylaws, decisions shall be made by majority vote of the Board when a quorum is present. One third of the members of the Board shall constitute a quorum. Any actions or recommendations will be reported to the membership.

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Section 4. Duties of the Board -The Board shall carry out the business of the Club and shall approve all proposals pertaining to raising funds for the Club.

ARTICLE IV - OFFICERS

Section 1. Titles - The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer. Co-Officers can be included as needed.

Section 2. Election - The Nominating Committee shall present a slate of candidates to the Board and then to the voting membership at the first member meeting after 9/1. Nominations by the committee shall not preclude other nominations. The officers shall be elected at the general meeting by a majority vote of the eligible voters present.

Section 3. Vacancy - In the event of a vacant office, the Nominating Committee shall propose a candidate to be appointed by the Board for the remainder of the term.

Section 4. Term of Office - The term of each office shall be one year commencing on January 1. No officers shall serve more than three consecutive full terms in the same office. Serving the remainder of a vacant term shall not be considered a full term.

ARTICLE V - DUTIES OF OFFICERS

Section 1. President, Vice President - The President, or in the absence of the President, the Vice President, shall preside at all meetings of the Club and of the Board, schedules meeting locations and agendas, shall appoint the chairs of all standing committees (except the Nominating Committee), is a liaison with the Federation, and oversee the functions of the Club. The President and Vice President are a member ex officio of all standing committees (except the Nominating Committee).

Section 2. Recording Secretary - The Recording Secretary shall record and keep minutes of the Board and the Executive Committee meetings.

Section 3. Corresponding Secretary -The Corresponding Secretary shall have charge of Club correspondence, including notes welcoming new members, congratulations, and condolences on behalf of the Club.

Section 4. Treasurer, Assistant Treasurer - The Treasurer and Assistant Treasurer shall be custodians of the funds of the Club. They shall prepare the budget with input from the Board. They shall make disbursements in accordance with the budget or as authorized by the President or by the chair of the committee incurring the expense (subject, however, to the limitations set forth in Article X, Sec. 2). They shall collect all dues and notify members who are in arrears.

ARTICLE VI - COMMITTEES

Section 1. Nominating Committee - The Nominating Committee shall consist of three members, be a standing committee of the Board, serve for one year, can be reappointed and have no term limit. The immediate past President shall appoint the Chair and two other members.

Section 2. Standing Committees - The Board shall determine such standing committees as it may deem necessary or desirable to promote the purposes of the Club. The chair(s) of each committee shall be appointed by the President (except the Nominating Committee) and shall serve on the Board.

Section 3. Executive Committee - The Board may appoint an Executive Committee consisting of the officers and one Board member appointed by the Board. The Executive Committee shall have the power to act for the Board between regular Board meetings. While in session, decisions shall be made by majority vote of the Executive Committee when a quorum is present. A quorum will consist of five members of the Committee. Any action taken by the Executive Committee shall be reported to the Board at its next regular meeting.

ARTICLE VII - MEMBERSHIP

Section 1. Composition - The membership is open to the public and shall consist of those who are interested in the purpose and projects of the Club and are willing by their efforts to further them.

Section 2. The Club shall be comprised of Active, Associate Members, and Honorary of New London Garden Club (NLGC).

Section 3. Active - Active Members shall have the privilege of voting and may hold office. Active Members shall pay dues and participate in club community services.

Section 4. Associate - A member who has been an Active Member in good standing for 10 years or more may apply in writing to the Board to become an Associate Member. Associate Members must pay dues, may hold office and shall have the privilege of voting.

Section 5. Honorary - Honorary membership may be conferred upon any person especially distinguished in Club activities upon majority vote of the Board. Honorary Members shall retain their voting privilege, can hold office and may serve on committees and the Board. They are not required to pay dues.

Section 6. Application - Any individual interested in becoming a member needs to complete the current application form and pay the current annual dues. An Active or Honorary Member may then be assigned as a mentor to the new member to help them learn about the New London Garden Club.

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Section 7. Resigning/Rejoining - A member who wishes to resign from the Club should do so by written request to the Membership Chairman. Any member in good standing who has resigned may later rejoin the Club at the same level at which he or she resigned. All members will be credited with the number of years accumulated before resignation and after reinstatement.

ARTICLE VIII - MEETINGS

Section 1. Number - There shall be at least eight membership meetings during the year as determined by the Board. There shall be an Annual Meeting for all members of the NLGC once each calendar year.

Section 2. Voting/Quorum - Unless otherwise stated in these bylaws, decisions shall be made by a majority vote of the eligible voters present.

Section 3. The public are welcome to attend all regular membership meetings except the Annual Meeting or Luncheon meetings.

ARTICLE IX - DUES

Section 1. Annual Dues - Annual dues determined by the Board shall be due and payable at the beginning of the fiscal year. Members admitted to membership after the first of July shall pay one-half of the usual dues. Members admitted to membership after the first of November shall pay dues towards the following year.

Section 2. Arrears - Members who have received proper notice and have not paid their dues by November 1st will not be in the yearbook.

ARTICLE X - BUDGET

Section 1. Fiscal Year - The fiscal year shall be the calendar year.

Section 2. Expenditure - An estimated budget for the fiscal year must be approved by the Board and voted on by membership at the Annual Meeting. Additional expenditures may be approved by the appropriate committee chair except those more than One Hundred Dollars (\$100.00) must be voted on by the Board and more than One Thousand Dollars (\$1,000.00) must be voted on by the membership

ARTICLE XI - AMENDMENTS

The bylaws may be amended at any meeting of the Club by a majority vote of the members present, provided a copy of the proposed amendment(s) shall have been sent to all members at least two weeks prior to that meeting. Such notice may be sent via email or mail.

ARTICLE XII - DISSOLUTION OF THE CLUB

In case of the Club's dissolution, the remaining corporate assets shall be contributed to the New Hampshire Federation of Garden Clubs, Inc. Scholarship Fund, if in existence and it is recognized as a 501(c)3 organization or, if not in existence or not a section 501(c)(3) organization, then said assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of competent jurisdiction of the county in which the principal office of the organization 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.

ARTICLE XIII- PARLIMENTARY AUTHORITY

The latest edition of Robert's Rules of Order shall govern the Club in all cases except when inconsistent with these Bylaws or with any special rules of order the Club may adopt.