

2026 - 2027

**LITTLETON GARDEN CLUB
HANDBOOK**

Founded June 7, 1938

Federated July 12, 1938



Photo credit – Mary Bingman

LGC Photo Competition 2024

Littleton Garden Club is a 501(c)3 / EIN 02-0361340

Member of District 1

New Hampshire Federation of Garden Clubs, Inc

And National Garden Clubs, Inc.

Littleton Garden Club 2026 - 2027

Our Mission

To promote interest in gardening, conservation and civic beautification and to share gardening knowledge with our community.

PLEASE VISIT OUR WEBSITE

www.littletonnhgardenclub.org

Email us at littletongc@gmail.com

Join us on Facebook

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Littleton Garden Club 2026 - 2027

Littleton Garden Club – Join Us!

- Everyone is welcome!
- Members are from many towns
- Gardening experts and novices, alike
- Dues are \$30 per year
- Meetings - second Thursday of the month

Officers 2025 - 2027

Co-Presidents

Mary Bingman & Terri Perrotta

Co-Vice Presidents

Candace Heineke & Susan Retz

Treasurer

Cheryl Fonda

Recording Secretary

Ruth Houtte

Corresponding Secretary

Noreen Watts

Members At Large

Phyllis Alexander & Cathy Parker

Past President

Betsy Fraser

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Standing Committees

- **Board** - Officers
- **By Laws** - Officers
- **Finances** - Treasurer and Co-Presidents
- **Refreshment Coordinator** - Lois Pesman
- **Nominating Committee** - Susan Retz
- **Gardens & Window Boxes** - Mary Bingman & Terri Perrotta
- **Pie Festival LGC Participation** - Terri Perrotta and Susan Retz
- **Social Media, Web, Publicity** - Peg Parenteau, Terri Perrotta, Darya Prassl, Mary Bingman

Special THANKS to.....

Revive 365

Selling our garden gloves to the public

Littleton Food Coop

Partnering in the Garden Series Programs

Lynn Bart Art

Watercolor demonstration and
donation of book proceeds

Littleton Lowes Home Improvement

Discount on mulch

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2026- 2027 Programs and Goals

Maintain a Dynamic, Fun, and Educational Club

Goal – Offer engaging and interesting programs about gardening and the environment.

**Community Service through Civic Beautification
Green Oasis in Littleton**

Goal – Keep gardens and window boxes looking great....and healthful for pollinators.

Education

Goal – Share gardening and environmental information with members and the public.

Club Website, Social Media & Outreach

Goal – Communicate with members and the public.
Publish columns in the local newspaper.

Youth Programs

Goal – Share National Garden Clubs Inc Youth Programs with interested organizations.

Fund Raising

Goal – Maintain fiscal health and do fund raising including sale of garden gloves and participation in the Pie Fest.

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Garden Stewards
Littleton Gardens & Window Boxes

Many thanks to members who help tend gardens and window boxes maintained by the club.

Garden Stewards organize these activities.

Community Center - *Mary Bingman and Terri Perotta*
Pennock Memorial, Flagpole, Platform

Opera Building - *Betsy Fraser*
Rita McAvoy Bird Habitat, Butterfly Garden

All Window Boxes - *Peg Parenteau, Noreen Watts, Terri Perotta, Mary Bingman*
Littleton Post Office, Opera House

West Main Street Triangle Garden - *Barbara Craig and Mary Bingman*

Let Freedom Ring Veteran's Monument in Bank of NH Plaza -
Juliedele McFarlane

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PROGRAM SCHEDULE

LGC Board Meetings

First Thursday; 2:00 pm; Littleton Community Center. Officers are requested to attend and meetings are open to members.

LGC General Meetings/Programs

Second Thursday, 1:00 pm; Littleton Community Center unless otherwise noted.

APRIL

April 2 - LGC Board Meeting

April 9 - LGC Meeting - Pansy Bowls

April 11 - Plan Your Garden Coop Series with Susan Retz, 1:30 pm, Littleton Food Coop

MAY

May 2 - NH Wildflower Painting Coop Series with Lynn Bart, 1:30 pm, Littleton Food Coop

May 7 - LGC Board Meeting

May 14 - LGC Meeting - Garden & Nature Photography with George Mitchell

May 15 - Garden Strategy Cleanup Meeting, 10:30 am

May 20 - NHFGC Annual Meeting - Sandown

May 21 - Wildflower Identification Walk at the Dells with Betsy Fraser 10:30 am

May 25 - Memorial Day Parade

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JUNE

June 4 - LGC Board Meeting

June 11- LGC Meeting – NH Wildflower Painting with Lynn Bart

June 13 - Grow Your Pizza Herb Garden Coop Series with Susan Retz, 1:30

June TBA - Convent garden tour, Littleton, NH

June 23 - Grime Greenhouse & Nursery Tour, Waterford, VT

JULY

July 2 - LGC Board Meeting

July 9 - LGC Meeting at Meadowstone Farm

TBA - Flower picking in Franconia for assisted living homes, senior centers, etc.

July - TBA Kirkwood Garden Tour, Holderness, NH

AUGUST

August 6 - LGC Board Meeting

August 13 - LGC Meeting - Managing the Harvest and White Mountain Canning Tour

August 15 - Table Settings Fundraiser with WMGC, Meetinghouse, Sugar Hill, 10 am – 4 pm

August TBA - NEK Grain Tour, Waterford, VT

SEPTEMBER

September 3 - LGC Board Meeting

September 10 - LGC Meeting - Invasives and Bird Migration

September 26 - Littleton Art Show & Pie Festival

September 30 - NHFGC Fall Gathering

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OCTOBER

October 1 - LGC Board Meeting

October 8 - LGC Meeting – Succulents with Phyllis Alexander & Barbara Monahan

NOVEMBER

November 5 - LGC Board Meeting

November 12 - Wreath Decorating

DECEMBER

December 3 - LGC Board Meeting/ Nominating Committee starts selections for 2027

December 5 - Planting Native Seeds in Winter Coop Series with Betsy Fraser, 1:30 pm

December 10 - Holiday Potluck & Opportunity Drawing

December 17 - Mini holiday arrangements, 10 am

January and February - No meetings

MARCH 2027

March 4 - LGC Board Meeting / Officer Nominations

March 11- Planning Meeting for 2027 programming

APRIL 2027

April 1 - LGC Board Meeting

April 8 - LGC Meeting /Voting -new slate of officers

May 2027

May 6 - LGC Board Meeting

May 13 - Potluck Luncheon & Officer Installation

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Littleton Garden Club By-Laws Amended November 2025

Article I - Name

The name of the organization shall be the Littleton Garden Club.

Article II - Purpose

Section 1. To promote interest in gardening, conservation and civic beautification and to share gardening knowledge with our community.

Section 2. To carry out the aspirations of our founder, Anna Pennock, for a federated garden club in our area.

Article III - Membership

Section 1. Membership is open to all persons who shall further the interests in gardening, conservation and civic beautification. They shall actively support club projects and promptly pay the required dues.

Section 2. Honorary members shall be members of longstanding tenure who have contributed significantly to the club and can no longer actively participate. They shall be appointed at the discretion of the Executive Board and shall not be required to pay dues.

Article IV- Dues and Finance

Section 1. The fiscal year shall be May 1 through April 30.

Section 2. The annual dues for each member shall be payable before May 1st.

Article V- Privacy of Members

The Club membership roster and address information shall be used for Club purposes only and shall not be disclosed or used for other purposes. The membership shall be surveyed annually for preferences in regards to photos taken at club activities and before photos are shared on social media or in print.

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Article VI - Regular Meetings

The regular meetings of the Littleton Garden Club shall be held on the second Thursday of each month, except for January and February, when no meetings are scheduled.

Article VII - Officers and Methods of Electing

Section 1. The elected officers shall consist of President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. Positions may be shared. Members At Large may also be elected to the Board.

Section 2. The nominating committee shall present a slate of Officers/Members At Large at the March meeting (in odd years) to be elected in April and installed at the annual meeting in May. All Officers/Members At Large shall be elected for a term of two years.

Section 3. Nominations submitted by the nominating committee shall not preclude nominations from the floor. Officers/Members At Large shall be elected by a majority of those present.

Article VIII - Duties of Officers

Section 1. The President shall preside at all regular and special meetings of the club and at meetings of the Executive Board and shall perform all other duties pertaining to that office.

Section 2. If the President is absent, or unable to serve, the Vice President shall perform all the duties of the President. The Vice President will perform leadership duties as assigned by the President.

Section 3. The Recording Secretary shall keep minutes of all regular, executive and special meetings and shall be responsible for minute retention. In the absence of the recording secretary, an officer designated by the Board and participating in the meeting shall keep a record of the meeting.

Section 4. The Corresponding Secretary shall attend to selected club correspondence and other duties assigned by the President.

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Section 5. The Treasurer shall have custody of all funds of the club with the President as co-signer. The Treasurer shall disburse funds in accordance with the club expenses and shall collect all dues, notify members in arrears and report on all financial transactions. The Treasurer shall present an annual report at the annual meeting. The President and Treasurer shall file the proper annual reports with the Internal Revenue Service and the Office of the New Hampshire Attorney General.

Section 6. A Member At Large participates in Board meetings and discussions as a voting member.

Article IX - Executive Board

Section 1. The Executive Board shall consist of the elected officers, Member at Large and the immediate Past President. Chairpersons of standing committees shall attend, as necessary, to address issues pertaining to committees. The Executive Board shall meet at the call of the President and transact routine business of the club. They shall present decisions of their meeting to the membership for approval. In case of emergency, the President may make a decision to act, subject to prompt ratification of the Executive Board.

Section 2. If a vacancy occurs in an office, the Board shall be responsible for appointing a member to fill the unexpired term.

Section 3. Board members are expected to attend Board meetings. When unable to attend, they shall seek an excused absence from the President. Three consecutive unexcused absences from regular Board meetings shall constitute an automatic resignation from the Board.

Section 4. The President may elect to hold an electronic meeting.

Article X - Standing/Special Committees and Duties

Section 1. The standing or special committees shall be designated by the President annually, to further the mission and purpose of the club.

Section 2. The Executive Board will coordinate and collaborate with members to establish respective duties of committees.

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Section 3. The chairperson of each committee shall select committee members and be responsible for convening meetings of the committee.

Section 4. The President or a selected Board Member will be a member, ex-officio, of all committees.

Article XI - Quorums

Section 1. Executive Board: A majority of the Board present at a meeting shall constitute a quorum of the Executive Board.

Section 2. General Membership: A majority of members present at a meeting shall constitute a quorum at a regular membership meeting.

Article XII - Parliamentary Authority

The parliamentary authority shall be “Robert’s Rules of Order”.

Article XIII - Amendments

These By-laws may be amended at any regular meeting of the club by a majority vote of members present. The entire membership shall be provided a copy of proposed amendments at least 30 days prior to the meeting.

Article XIV- Conflict of Interest Policy

Section 1. Any possible conflict of interest on the part of any Officer of the Littleton Garden Club shall be disclosed in writing to the Executive Board and made a matter of record through an annual procedure and also when the interest involved a specific issue before the Board. When a matter comes before the Board in such a way as to give rise to a conflict of interest, the affected member shall make known the potential conflict. This may be a written statement or not, and after answering any questions shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, neither the affected member nor any other member with a personal or pecuniary benefit transaction with the Littleton Garden Club shall vote

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on it. The Executive Board will comply with all requirements of New Hampshire law where conflicts of interest are involved, including but not limited to the disclosure requirements and prohibitions in RSA 7:19-a. The New Hampshire statutory requirements are incorporated into and made part of this conflict policy.

Section 2. Every new Officer will be advised of this policy upon entering the duties of his or her office and be asked to fill out and sign the form below.

Section 3. Board Member Statement:

I am familiar with and understand the established policy of the Littleton Garden Club, with respect to conflicts of interest as enunciated in the policy statement. Except as indicated below, I have nothing to disclose which is or is likely to be in conflict with the established policy. Should any change in my situation occur, I shall promptly submit a further statement covering the details.

Exceptions:

Name: (Please print)

Signature _____ Date _____

Article XV- Other Statutory Requirements

The Executive Board will comply with all requirements of New Hampshire laws dealing with pecuniary benefit transactions (RSA 7:19-a and RSA 292:6-a) and all such laws are incorporated in full into and made a part of this policy statement. These requirements include, but are not limited to, absolute prohibition of any sale or lease (for a term greater

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than five years) or conveyance of real estate from an Officer without the prior approval of the probate court of New Hampshire. These requirements extend to both direct and indirect financial interests, as defined by the referenced statutes.

Article XVI- Provisions for Dissolution

Upon dissolution of the Littleton Garden Club, all assets shall be distributed to another educational and/or conservation tax exempt group, having purposes within the meaning of Section 501(c)(3) of the IRS Code. This may be done by a majority vote of the active members present at a meeting, provided a copy of the proposed dissolution has been presented in writing to the entire membership at least four weeks before said meeting.

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Littleton Garden Club Presidents

Mrs. Arthur A. Pennock 1938-43	Mrs. Fred Daft 1981-83
Mrs. Merton White 1943-45	Mrs. David Machell 1983-85
Mrs. Albert Blasenak 1945-47	Mrs. Robert Topping 1985-87
Mrs. Richard Whiting 1947-49	Mrs. Charles Coppenhaver 1987-88
Mrs. Stanley Hunt 1949-51	Mrs. Gerard Sorlucco 1988-90
Mrs. Sanford Cole 1951-53	Mrs. James Poulsen-Whittmore 1990-91
Mrs. B. Sheldon Harris 1953-54	Mrs. Russell L. Magoon 1991-93
Mrs. Laurence Chase 1954-56	Mrs. Joseph E. Cushing 1993-94
Mrs. Johnson Haines 1956-58	Mrs. Russell L. Magoon 1995-97
Mrs. Rene Mathey 1958-60	Mrs. James McIntosh (Co-Pres) 1997-99
Mrs. George McAvoy 1960-62	Mrs. Wayne Ruggles (Co-Pres) 1997-99
Mrs. Galen Whiting 1962-64	Mrs. Richard Symons 1999-2001
Mrs. Laurence Chase 1964-66	Patricia Hey 2001-03
Mrs. Edson Berry 1966-68	Elledra Presby 2003-04
Patricia MacMillen Claverie 1968-69	Michelle Schafer 2004-07
Mrs. Marjory Miller 1969-71	Sue Sorlucco 2007-11
Mrs. William Mohr 1971-73	Elizabeth (Betsy) Fraser 2011-13
Mrs. Edward Stewart 1973-75	Juliedele McFarlane 2013-22
Mrs. Nichol Craigie 1975-77	Betsy Fraser & Sigrid Salmela 2022-2024
Mrs. Arthur Gray, Jr. 1977-79	Betsy Fraser 2024-25
Mrs. Frank Hubley 1979-81	Mary Bingman & Terri Perrotta 2025-27

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**NATIONAL, REGIONAL and
STATE KEY CONTACTS**

NATIONAL GARDEN CLUBS, INC. 2025 – 2027

President: Donna Donnelly
dmdonnelly@gardenclub.org
www.gardenclub.org

Theme: Plant America for the Next 100 Years

**NEW ENGLAND GARDEN CLUBS, INC.
2025 – 2027**

New England Director: Polly Brooks
polly.brooks@ctgardenclubs.org
www.newenglandgc.org (no password needed)

Theme: We Grow Gardens and Gardeners

**NEW HAMPSHIRE FEDERATION OF GARDEN CLUBS,
INC. 2023 – 2025**

President Winifred Schmidt
1425 Belmont Street, Manchester, NH 03104
president@nhfgc.org
603-232-0815

www.nhfgc.org Username: nhfgc
Password: Petal2

Theme: Plant Seeds of Friendship

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