

Constitution of the West Lothian Litter Pickers

Approved at the WLLP AGM 3rd September 2026

1. Name

The name of the organisation shall be West Lothian Litter Pickers (“the Group”).

2. Purpose

- 2.1 To organise and support litter picking and environmental improvement activities across West Lothian.
- 2.2 To promote community pride, environmental responsibility, recycling, and sustainability.
- 2.3 To encourage volunteering and positive community engagement.
- 2.4 To work collaboratively with local authorities, wider government bodies, community and other organisations, schools, businesses, charities and residents.
- 2.5 To provide a safe, inclusive, and welcoming environment for all members and volunteers.
- 2.6 To work with other organisations to devise and implement litter prevention activities and strategies

3. Membership

3.1 Eligibility

Membership is open to any person who lives in, works in, or has a clear connection to West Lothian and supports the purposes of the Group.

The Admin Team reserves the right to refuse or remove membership where it believes membership is not in the best interests of the Group.

3.2 Registration

Members may register through the Group’s official Facebook page or group, or by any other method approved by the Admin Team.

3.3 Membership Rights

Members are entitled to attend Group activities and meetings, vote at General Meetings and the AGM, and stand for appointment or election to the Admin Team if they meet the specified requirements.

3.4 Membership Conduct

Members are expected to treat others respectfully, follow health and safety guidance during activities, and avoid behaviour likely to damage the reputation of the Group.

3.5 **Removal of Membership**

The Admin Team may remove a member where there is serious misconduct, harassment, unlawful behaviour, misuse of Group funds or property, or conduct contrary to the Group's purposes.

4. Admin Team

- 4.1 The Group shall be managed by an Admin Team consisting of up to six members.
- 4.2 The Admin Team may allocate roles among themselves including Chair or Coordinator, Secretary, Treasurer, Education Coordinator, Communications or Social Media Coordinator and other roles as required.
- 4.3 Members can be co-opted by the Admin Team to fulfil specific tasks.
- 4.4 The Admin Team shall manage the activities and affairs of the Group, organise litter picks and events, manage finances responsibly, maintain records, and act in the best interests of the Group.
- 4.5 Admin Team members shall serve until the next AGM and may stand again.
- 4.6 If an Admin Team member resigns or leaves, the remaining Admin Team may appoint a replacement until the next AGM.
- 4.7 Decisions of the Admin Team shall normally be made by simple majority vote. In the event of a tied vote, the Chair or meeting lead shall have a casting vote.
- 4.8 Admin team members must declare any conflicts of interest between their personal activities and admin team responsibilities. Where conflicts are agreed by the admin team the member will not be involved in the relevant discussion and decision making.
- 4.9 A minimum of three Admin Team members shall form a quorum.

5. General Meetings

- 5.1 An AGM shall be held once every calendar year generally in September.
- 5.2 The AGM shall receive a report on the Group's activities, receive a financial report, confirm or elect the Admin Team, and consider motions submitted by members.
- 5.3 At least 14 days' notice of the AGM shall be given through the Group's Facebook page or other suitable communication channels.
- 5.4 Each member present at a General Meeting or AGM shall have one vote on any voting issues.
- 5.5 A Special General Meeting may be called by the Admin Team or following a request from at least 20 members.

6. Finance

- 6.1 The Group shall maintain a bank account in the name of West Lothian Litter Pickers.
- 6.2 All funds shall be used solely to further the purposes (as outlined in section 2 above) of the Group.
- 6.3 The Admin Team shall ensure appropriate financial records are maintained.
- 6.4 Payments from the Group bank account should be authorised by at least two authorised Admin Team members where practical.
- 6.5 The Group may receive donations, grants, sponsorship, fundraising income, and other lawful sources of funding.
- 6.6 The Group should have relevant public liability and other insurance
- 6.7 The Treasurer shall keep accurate financial records and present an annual financial statement at the AGM.

7. Property and Equipment

- 7.1 Any equipment purchased or donated for Group use shall remain the property of the Group and shall be used for Group purposes only.
- 7.2 Surplus or redundant property can be sold with the resulting funds being remitted back to the group.

8. Health and Safety

- 8.1 The Group shall take reasonable steps to promote the safety of volunteers and participants during activities.
- 8.2 Members participate in activities at their own risk and are expected to follow safety guidance issued by organisers.
- 8.3 Parents or guardians remain responsible for children attending events.
- 8.4 The Group is not responsible for the health and safety of WLLP members attending activities and events organised by other groups, organisations or companies

9. Equality and Inclusion

- 9.1 The Group is committed to equality, diversity, and inclusion and shall not discriminate unlawfully on grounds including age, disability, sex, race, religion or belief, sexual orientation, or gender reassignment.

10. Data Protection

- 10.1 The Group shall handle personal information responsibly and in accordance with applicable data protection legislation, including the UK GDPR.

11. Changes to the Constitution

- 11.1 This Constitution may be amended at an AGM or Special General Meeting by a two-thirds majority of members voting.
- 11.2 Proposed amendments should be submitted to the Admin Team at least 7 days before the meeting where practical.

12. Dissolution

- 12.1 The Group may be dissolved by a resolution passed by at least two-thirds of members present and voting at a General Meeting called for that purpose.
- 12.2 Any remaining funds or assets, after payment of debts and liabilities, shall be transferred to one or more community or environmental organisations with similar purposes, as decided by the members.

13. Adoption

This Constitution was adopted by the members of West Lothian Litter Pickers on:

Date: ____ 3rd Sept 2026 _____

Signed on behalf of the Group:

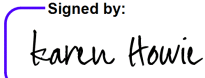
Name: John Matthews _____

Position: Chair _____

Signature:  _____
Signed by: 374A23482D714AB...

Name: Karen Howie _____

Position: Social Media Coordinator _____

Signature:  _____
Signed by: F24A1FDEF2C284C7...