

Contents

Page	
2 - 3	Constitution
4	Committee details and functions of branches
5	Policy statements
6	Data Protection
7	Cyclists' and drivers' codes of conduct
8-9	Bike Clinics
10	Finance, equipment, stationery and other supplies
11	Expense claim form

DCN Constitution as amended by the AGM in 2017.

1. NAME: The name of the organisation is 'Dorset Cyclists Network' which may be abbreviated to DCN.
2. OBJECTIVE: The objective of DCN shall be to promote cycling in any legal manner throughout Dorset, Poole and Bournemouth.
3. MEMBERSHIP:
 - a. Membership is open to all, with the reservation that the elected committee of DCN ('the Committee') has the power at its discretion to refuse or cancel membership in the interests of DCN.
 - b. Membership data may be made available to members of the Committee for administrative purposes only.
4. MANAGEMENT:
 - a. DCN shall be managed by the Committee which may set up branches throughout Dorset, Poole and Bournemouth. Each branch will each be responsible for the DCN objective in its respective area.
 - b. Rules for the management of branches shall be decided by the Committee.
5. The COMMITTEE:
 - a. Each branch of DCN shall be entitled to one place on the Committee.
 - b. The Committee shall be elected at an Annual General Meeting of DCN.
 - c. If a majority of members present at an AGM agree, officers and Committee members may be elected to serve for one, two or three years.
6. OFFICERS:
 - a. The Committee will elect a Treasurer who may be additional to branch representatives.
 - b. The Committee may also elect a County Coordinator, a Secretary, a Membership Secretary and other officers as it deems necessary.
 - c. Specific functions may be assigned to the Committee members
7. CO-OPTED COMMITTEE MEMBERS: The Committee may co-opt additional members but they shall not be entitled to vote on Committee decisions
8. The COMMITTEE RESPONSIBILITIES: The Committee shall be responsible for:
 - a. Finance, including approving expenditure, setting the level of membership subscription and overseeing other sources of income.
 - b. Deciding general policy on cycling issues.
 - c. Publicity and advertising.
 - d. Communication with members including newsletter and website.
 - e. Giving support to DCN branches in carrying out their functions.
 - f. Giving support to individual members where no branch exists.
 - g. Communication with the press and outside bodies on cycling issues in general.
9. DECISION MAKING:
 - a. Decisions of the Committee may be made at meetings, by telephone or email.
 - b. Decisions will be made by a majority vote of Committee members made by any of the aforesaid modes of communication.
 - c. At least one Committee meeting shall take place annually in addition to the Annual General Meeting.
 - d. For a decision to be valid there must be a quorum of at least half the Committee.
 - e. All Committee members must be notified of proposals requiring a decision at least one calendar month beforehand.

10. ANNUAL GENERAL MEETING:

- a. The Annual General Meeting (AGM) shall be held in May or June and shall be open to all members and the general public.
- b. Only paid up members shall vote.
- c. The date and place of the AGM shall be notified to members at least two calendar months beforehand, via DCN newsletter or its website.
- d. Nominations for the Committee shall contain the consent of the person nominated and shall be received by the County Coordinator or General Secretary at least seven days beforehand, or if there are vacancies nominations may be made at the AGM.
- e. No resolution shall be adopted at the AGM unless notice of the motion has been lodged with the County Coordinator or Secretary at least seven days beforehand.
- f. The County Coordinator or Secretary shall call an Extraordinary General Meeting at the request of any member who has the support of thirty or more households on the current membership list. The request must be made in writing to the County Coordinator and shall state the purpose of the meeting at which no other business shall be discussed.

11. FINANCIAL MANAGEMENT:

- a. The Treasurer shall keep accounts of income and expenditure and shall submit to the AGM a balance sheet.
- b. The Treasurer shall open a suitable account approved by the Committee in which shall be deposited all money not required for its immediate needs.
- c. The Committee may authorise the County Coordinator, Treasurer or other Officer to sign cheques.
- d. In the event of DCN ceasing to exist, any outstanding balance and other assets shall be disposed of at the discretion of the Committee, to the benefit of other groups campaigning for cyclists.

DCN county committee details

Names and contact details of the DCN committee are kept up to date on the website and in newsletters.

Functions of branches

This list is not part of the constitution and can be changed by the County Committee.

1. Highly recommended functions:

- a. Hold at least one meeting a year for local cyclists.
- b. Participate with local authorities and other local bodies on transport planning where cycling is a concern.
3. Act on behalf of local members with specific cycling problems.
4. Participating in DCN Committee decision-making.
5. Providing news and diary events for newsletter and web site.
6. Publicity and communication with press and outside bodies on local cycling issues.

2. Discretionary functions:

1. Regular contact with local members.
2. Recruiting for DCN.
3. Fund-raising.
4. Organising Bike Clinics.
5. Organising rides.
6. Attending local events with DCN display.

POLICY STATEMENTS

Promotion of cycling by DCN Members:

When representing DCN, members must act in accordance with our objective, namely; to promote cycling in any legal manner throughout Dorset, Poole and Bournemouth and promote DCN policy statements, cooperate with other DCN members and branches, work proactively with other affinity groups, agree where possible joint responses with other affinity groups on consultations from local Highway Authorities, be familiar with Government policy on sustainable travel and promote integration rather than segregation in accordance with DCN policy statement on shared use of footpaths and separate cyclepaths.

DCN advocates Highway Authorities to seek to save money by engaging with DCN at the design stage of all road projects. DCN will work with them to promote cycling and positive attitudes to cyclists and to help unlock resources for appropriate provision for cyclists.

Planning and Design for Cycling and Walking:

DCN supports Local Transport Note 1/12 as published by the DfT which sets out core design principles for pedestrian and cyclist provision.

DCN believes that the correct place for a cyclist to ride is on the carriageway and that their safety on the carriageway should be an important planning consideration. Separate cyclepaths or tracks away from the carriageway can be convenient in some situations and may be preferred by less confident cyclists. DCN advises that cyclists should be able to use such cyclepaths at their discretion but their use is not mandatory

Cycling on the footway:

DCN encourages cyclists to behave with consideration for other road users whether by foot, bike or car and to fit and use appropriately a bell plus rear red and front white lights after dark in accordance with the Highway Code.

Helmets:

DCN supports CTC guidance on the use of cycle helmets which can reduce injuries in low impact collisions. DCN does not support compulsory use of helmets as this is shown to cause a decline in numbers of cyclists and a consequent increase in numbers of motor vehicles. DCN agree with and supports the concept that there is safety in numbers for cyclists.

Third Party Liability Insurance:

DCN advises cyclists to consider having third party insurance cover which is available from various organisations.

Accident Liability (otherwise known as Strict Liability):

DCN supports the concept of Strict Liability whereby in a collision between differing road users, the presumption of liability falls on the more powerful road user unless proved otherwise: e.g. In a collision between cyclist and motorist, liability falls on the motorist unless he can show fault on the part of the cyclist.

Data Protection

1. DCN membership data. This is subject to the Data Protection Act 1989 which controls how personal information is used by organisations, businesses or the government. Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the UK without adequate protection

The DCN Constitution permits our membership data to be shared with committee members for administrative purposes. This allows them to filter the data to identify individual members in their area, to search for members who have offered voluntary help and for similar reasons.

Otherwise, data must not be given to anyone without the permission of the member concerned.

2. Sending e-mails to multiple recipients

For security and privacy reasons, the **Blind Carbon Copy (Bcc)** feature must be used when sending an email message to a group of people who have not previously agreed to their e-mail addresses being known to each other. Many people do not want their email address to be distributed to people they do not know.

Using the Bcc field to conceal email addresses also acts as an anti-spam measure. Using only the **To** or **Cc** fields to e-mail a group makes it more likely that recipients will receive unwanted email.

CYCLISTS' CODE

- **Be assertive (but not aggressive).** You have the same right to use the road as motor vehicles. Ride clear of the kerb or parked vehicles and where you can be seen more easily by other road users.
- **Be visible.** By law you must use lights after dark. Wear, bright or hi-vis clothing and add reflective strips or patches to improve your visibility both day and night
- **Be clear.** Make your intentions obvious to others by giving good hand signals when safe to do so and always use eye contact.
- **Be legal.** Not stopping at red lights or cycling on the footway is against the law and unjustly gives all cyclists a bad reputation.
- **Be kind to bike.** Learn how to maintain your bike and service it regularly to make you safer and your cycling more enjoyable.
- **Be considerate.** On shared use cyclepaths, keep your speed down, use your bell to warn pedestrians of your approach and give an arm's length distance when passing.
- **Be weather aware.** Take extra time and care in adverse weather conditions. Take bends slower and allow extra space to manoeuvre or to stop.
- **Be cautious at junctions.** As this is where most collisions occur, use clear road positioning and never undertake on inside of a large vehicle whose driver may not be able to see you.
- **Be alert.** Don't use your mobile phone or other device which can distract your attention from what is happening around you on the road.
- **Be stable.** Carry luggage low down and equally balanced on your bike. Bags swinging from handlebars can catch in spokes. Cycle panniers or a rucksack are best. Be wary of carrying loose items in a front basket which can jump out and cause mishap.
- **Be courteous and patient.** If another road user causes you alarm, don't respond with anger. You are more likely to be listened to if you politely explain the impact of their actions if and when it is safe to do so. Acknowledge helpful actions to win support for cyclists.
- **Be skilful.** If you lack confidence, one-to-one training is available for all ages and is often subsidised by your local authority, unlike driving lessons.

AND WHEN YOU'RE A MOTORIST:

- **Don't speed.** Speed limits are imposed to make the road safer for everyone.
- **Anticipate cyclists.** Expect to meet them on road, especially when you see a 'Warning Cyclists' triangular sign.
- **Give cyclists space.** They need at least the same space as a motor vehicle so don't squeeze past at a pinch point but wait a minute – the ambulance takes 20mins if you get it wrong! They may need to swerve to avoid a pothole and wobble in windy weather.
- **Use your indicator.** When moving off from parked, when stopping, at junctions and leaving roundabouts, a cyclist needs to know your intentions.
- **Check before opening door.** Cyclists are taught to ride away from parked cars but novice riders often ride too close and will be caught off balance if you start to open a door.
- **Don't overtake only to turn in front of a cyclist.** A cyclist turning right is performing a difficult turn and needs time and space.
- **Dip headlights** for cyclists as for motorists.
- **Don't be distracted.** Leave your phone on silent and out of temptation's reach.

BIKE CLINICS

When doing a bike clinic, make sufficient copies of the introduction below and of the report form on page 7. Give both to the person whose bike has been checked.

INTRODUCTION

DCN Bike Clinic

This report is given free by DCN volunteers. We do not do repairs or adjustments.

If we show possible faults on the attached sheet, please get a cycle shop or experienced person to deal with them

About DCN

DCN promotes cycling as environmentally-friendly transport because it improves health and reduces congestion and pollution. We try to use a bike whenever possible instead of our cars.

We work with local authorities trying to get improved conditions for cyclists.

We specially represent people who cycle to work, school, the shops and other essential short journeys.

DCN supports cyclists - please support DCN!

Family membership is £8.00 a year (with certain discounts).

Benefits include:

Discounts at cycle shops

Special terms for cycle insurance and breakdown rescue

Help and advice with cycling issues

Cycle rides, including some for the less experienced

Regular 24-page newsletter (by post or from web site)

Optional monthly newsletter by e-mail

Comprehensive website of cycling information

Access to cycle insurance, including 3rd party and cycle rescue at special rates

Opportunity to influence local transport policy regarding cycling

To join

Visit www.dcn.org.uk and go to "Membership"

or go to "Contacts" and phone or e-mail your nearest DCN Coordinator

or Chairman DCN chair@dcn.org.uk 01202 880966

or Secretary DCN sec@dcn.org.uk 01935 389357

DCN BIKE CLINIC REPORT

Bike owner

Bike make and type

Frame number

Wheel rotation

Spokes

Tyre pressures

Does bike run smoothly?

Do brakes work?

Do brake levers travel no more than 1/3 towards handlebar?

Condition and position of brake pads

Any free play in chain?

Any free play in bottom bracket / cranks?

Chain wheel (bent/missing teeth?)

Do pedals turn smoothly?

Frame: dents, bends or twists?

Handlebars correct height and handlebar end stoppers in place?

Saddle correct height?

Saddle firmly fixed?

General condition of bike

Reflectors (rear is compulsory)

Lights fitted / available?

Clothing - light coloured / reflective?

Bell or similar device fitted?

Mudguards fitted correctly? Consider fitting them to protect you and other riders if not fitted.

Helmet - correctly worn?

Is bike postcoded or marked for identification?

Is bike insured?

General Comments:

EXAMINER

Place, date and time

DCN FINANCE, EQUIPMENT, STATIONERY AND OTHER SUPPLIES

Finance for local purchases

Each Branch has an allocated budget decided at intervals by the County Committee. This can be spent at the discretion of the Branch as long as it is on purposes which conform to the DCN Constitution.

The Treasurer holds all funds and a claim for reimbursement should be made to him as soon as possible after each purchase using a copy of the claim form on page 9.

If more is required locally than is in a local budget, the Coordinator can ask the secretary to put the item on the agenda of the next meeting for a decision by the whole Committee. In urgent cases the Secretary will arrange for a decision to be arrived at by phone or e-mail to other committee members.

Written Communication

As far as practicable, Coordinators should use standard DCN headed stationery for letter writing. Templates can be obtained by e-mail from the Chairman or Secretary.

When communication with outside bodies is by e-mail, use your dcn.org.uk address.

Your e-mail program may let you show this in the "From" box. If this is not possible, add your dcn.org.uk address to your signature.

Each Coordinator can be supplied with business cards from central DCN funds. They are normally acquired by asking the Chairman DCN to order them, and they will be posted direct to the Coordinator in question.

Display equipment.

Having a display at local fairs and other events has been found to give good publicity to DCN and in increasing membership. The following items of equipment are available. For their current location, ask the Chairman or Secretary.

- Two free-standing "Pull-up" roller banners
- Plastic gazebo
- Velcro table-top board
- A4 laminating machine (normally held by Chairman)

Other items

- DCN leaflets
- DCN stickers for bicycles and cars

Coordinators can order the following items from their local budgets

- Stationery (paper, scissors, Velcro tape, marker pens etc)
- Leaflet and newsletter dispensers for cycle shops (mark them with a DCN sticker)
- Two-way radios for use on cycle rides

DCN Expenses Claim Form

Name	
Date	
DCN Branch	
Amount claimed	
To be taken from local budget?	Yes / No
Details of claim	
Internet transfer (preferred) Sort code & account number	
For payment by cheque, state name of payee and your full postal address	

Travelling by car: 20p per mile (from 2014)

Attach receipt for purchases over £15.00

Treasurer to complete

Amount reimbursed by cheque / cash / BACS : £

Date

Signed