



## CODE OF CONDUCT AND ETHICS

Ceylon Koi Society (CKS) exists to promote and foster the advancement of koi keeping as a hobby in Sri Lanka. Members of CKS have a responsibility to uphold that aim and are bound by the following Code of Conduct and Code of Ethics. These guidelines are designed to help members define and use behaviours that are appropriate as a member of CKS.

### CODE OF CONDUCT

#### Appropriate Behaviour

- Participate for the enjoyment of the hobby and be proud of being a CKS member.
- Be conscious of the need to improve and advance koi keeping.
- Listen, ask questions, and watch others to see how you can better yourself in the hobby.
- Be a team player – get along with other members and appreciate the contribution each person makes to koi keeping, however small that contribution may seem to you.
- Respect and be considerate of other members and elected officials at all times.
- Show a positive attitude towards koi keeping and all participants in the hobby. Everyone benefits when we support each other.
- When attending events with fellow participants, treat others as you would like to be treated.
- Show interest in other members, ask questions, and congratulate them on their efforts and achievements.
- Support CKS when interacting with others in the hobby. Remember that CKS is only as strong as the collective efforts of all its members.
- To be in the hobby is great, to love the hobby is greater, but remember that it is only a hobby.

#### CKS General Committee Members will:

- Perform their duties with professionalism and integrity and efficiently represent the views of their representative members.
- Observe fairness and equity in official dealings at all times with other committee members and the general membership.
- Exercise skill, care, and diligence in performing official duties and use authority in a fair and unbiased manner.
- Avoid situations wherein personal, financial, or other interests conflict with their official duties.
- Not use or disclose official information, other than for official purposes, and irrespective of personal viewpoints, should support democratic majority decisions of the General Committee.



- Demonstrate loyalty to CKS and exercise discretion when representing CKS in a public forum
- Participate in a team-based approach in the exercise of their responsibilities.

#### **Members will:**

- Conscientiously promote the advancement of koi keeping as a hobby by upholding CKS Code of Conduct.
- Actively participate in society activities and lend support to others in the hobby.
- Be accountable for their actions, and exercise due care and respect when participating in the society's activities.
- Act honestly and with integrity in their dealings within the hobby.
- Respect the rights of individuals and treat other members courteously.  
When there is disagreement or conflict about aspects of the guidelines to the code of conduct, the aggrieved member can request clarification or seek changes by writing to the General Committee.

#### **Additional Guidelines**

##### **1. Social Media Guidelines**

As members of Ceylon Koi Society (CKS), we represent not only the hobby of koi keeping but also the values and reputation of our society. Members are expected to adhere to the following guidelines when engaging on social media platforms:

- **Respectful and Positive Engagement:**  
Members should use social media to promote positive discussions about koi keeping and CKS. Avoid posting inflammatory, discriminatory, or offensive comments, whether directed at members, the public, or other groups.  
Refrain from posting misleading information or unverified claims that could negatively affect the reputation of CKS.
- **Privacy and Confidentiality:**  
Do not share personal or sensitive information about fellow members or CKS affairs without explicit consent. This includes but is not limited to members' personal data, private conversations, and event details.  
Members must respect the privacy of others and should not engage in any form of cyberbullying or harassment.
- **Business Use of Social Media:**  
Members are prohibited from using CKS-related groups, forums, or online platforms to promote personal businesses or gain financial advantage unless explicitly permitted by the General Committee. This includes advertising products, services, or events unrelated to CKS.

## 2. Use of the Official WhatsApp Group

The official CKS WhatsApp group is a communication platform for members to share knowledge, updates, and support each other in the hobby. It is essential to maintain respectful and polite behaviour while using the group:

- **Politeness and Respect:**  
All members must engage in a courteous and respectful manner. Disagreements should be resolved privately, and arguments should never escalate into personal attacks. Discriminatory language, inappropriate humour, or offensive remarks will not be tolerated.
- **Refrain from Using Members' Data for Personal Business:**  
Members' contact information and details shared in the group should not be used for commercial purposes without prior consent. The WhatsApp group is meant for hobby-related discussions, not for business promotion or unsolicited advertising.
- **Relevant Content Only:**  
Ensure that all messages and posts are relevant to the hobby of koi keeping and the activities of CKS. Off-topic discussions or spam should be avoided.

## 3. Representing CKS in Public (Events, Gatherings, etc.)

When attending events, gatherings, or engaging in public activities on behalf of CKS, members must ensure they represent the society positively and professionally:

- **Professionalism and Courtesy:**  
Always act in a manner that reflects the values and ethos of CKS. This includes interacting politely with other hobbyists, promoting positive discussions, and following any event-specific guidelines or rules.  
Avoid engaging in negative behaviour, whether in person or online, that could damage the reputation of CKS.
- **Society Representation:**  
When at public events, whether hosting or attending, ensure you are clearly identifiable as a CKS member and speak on behalf of the society only if specifically authorized to do so. Members should refrain from making personal opinions seem like official statements unless authorized by the General Committee.
- **Dress Code and Conduct:**  
While attending public events, members should maintain a professional appearance and demeanour. If CKS is officially represented (e.g., at exhibitions, fairs, or competitions), wearing CKS-branded attire is encouraged.

#### 4. Use of Official CKS ID and T-shirt in Public

The official CKS ID and T-shirt represent the society and its values. These items should be worn and used with pride and care:

- **Proper Use of Official ID:**  
Members should wear their CKS ID only when necessary for official society activities or events. The ID should not be used to gain undue personal advantages or to represent CKS in unofficial or inappropriate contexts.
- **Proper Use of Official T-shirt:**  
The official CKS T-shirt should only be worn during CKS events or activities. It is a symbol of CKS, and as such, should be worn with respect and in a manner that upholds the society's values.
- **Misuse or Damage:**  
Any misuse of the official ID or T-shirt (e.g., wearing it for personal events not related to CKS or engaging in inappropriate conduct while wearing it) may result in disciplinary action, including the temporary or permanent revocation of the right to use these items.

#### Violations of the Code of Conduct:

- **Verbal or Physical Attacks:**  
Any member who verbally or physically attacks another person at CKS events or in interactions related to the society will be subject to disciplinary action. This includes threats, harassment, or any form of physical confrontation that compromises the safety and well-being of others.
- **Cheating or Exploitation:**  
Any member found guilty of cheating, exploiting, or taking advantage of other CKS members for personal gain or financial profit will face penalties. This includes any behaviour that undermines the spirit of camaraderie and cooperation that CKS promotes.
- **Degrading Literature or Correspondence:**  
Any member who distributes degrading or defamatory literature, content, or correspondence about CKS, its members, or its officials will be penalized. This includes any harmful statements made through social media, email, or in public forums that damage the reputation of the society or its members.
- **Fraudulent Practices:**  
Any member found guilty of fraudulent practices, or whose conduct impairs the reputation of CKS, will be penalized. This includes misrepresentation of products, services, or qualifications, as well as any dishonest behaviour that leads to the damage of CKS's integrity.
- **Posting Misleading or Unverified Information on Social Media:**  
Any member who posts misleading, unverified, or false information that negatively affects the reputation of CKS, its members, or the hobby of Koi keeping will face disciplinary action. This includes making false claims about products, services, or the exclusivity of any business.



- **Inappropriate Use of CKS's Official Communication Channels:**  
Any member who misuses the official WhatsApp group or other CKS communication platforms for personal business promotion or spamming will be penalized. This includes unsolicited advertisements, promotional messages, or sharing content that is irrelevant to CKS activities.
- **Unauthorized Use of Member Data for Business Purposes:**  
Any member who uses another member's personal information or data for business purposes without explicit consent will face penalties. This includes sharing contact details or other private information for commercial gain.
- **Misrepresentation of CKS or Its Values in Public:**  
Any member who misrepresents CKS or its values in public, whether intentionally or unintentionally, will be penalized. This includes making public statements, whether in person or on social media, that contradict CKS's mission and values.
- **Failure to Adhere to the Official Dress Code (Official T-shirt/ID Use):**  
Any member who uses CKS's official T-shirt or ID inappropriately or for personal gain will be penalized. This includes wearing the official T-shirt or using the official ID for business purposes or personal promotions without prior approval from the General Committee.
- **Inappropriate Public Behaviour During CKS Events or Gatherings:**  
Any member who engages in disruptive or inappropriate behaviour during public events or gatherings representing CKS will be penalized. This includes behaviour that disrespects others, causes disturbance, or reflects poorly on the society's image.

#### **Penalties for Violations:**

Penalties for conduct violations will be the decision of the CKS General Committee. Depending on the severity and frequency of the violation, the General Committee may take one of the following actions:

##### **Immediate Penalties:**

For particularly severe violations (e.g., fraudulent practices, verbal/physical attacks, or deliberate misrepresentation), the General Committee may take immediate action, including:

- **Suspension:** A temporary or permanent suspension from CKS events and activities.
- **Expulsion:** Permanent removal from CKS membership if the violation is deemed irreparable.

##### **Progressive Penalties:**

For repeated violations or failure to adhere to corrective measures, the following progressive penalties may be applied:

- **Letter of Warning:** A written notice outlining the violation and the required corrective action.

- **Suspension:** A suspension of CKS membership for a specified period (e.g., one year to three years).
- **Expulsion:** Permanent removal from CKS membership if violations continue or are severe.

**Note:** Any member serving a suspension will not be permitted to hold CKS office during the suspension period.

#### **Appeal Process:**

Any member subject to a penalty can appeal the decision by submitting a written request to the Secretary within 30 days. The General Committee will review the appeal during the next Annual General Meeting (AGM), and if the appeal is approved by a simple majority vote, the penalty may be reduced or reversed.

