



## **HAAGA-HELIAN LIIKETALOUDEN OPISKELIJAT TALKO RY GUIDELINES FOR REGALIA**

These guidelines assign the colors and regalia as well as the acknowledgments of Haaga-Helian liiketalouden opiskelijat Talko ry (from now on Talko) association. These guidelines are presented, when need be, to the recipient of the acknowledgment during the acknowledgment.

### **1. COLORS AND REGALIA**

#### **1.1 ASSOCIATION COLORS**

Talko's color is turquoise. In addition to turquoise, silver is used during Talko's ceremonies and formal events.

#### **1.2 ASSOCIATION REGALIA**

Talko's regalia are the association flag, association sash and medal of merit.

### **2. ASSOCIATION FLAG**

Talko has a flag. The flag is rectangular with the association's logo in the middle, on a turquoise background. The flag may also contain the association's social media channels's identifiers and/or web site address.

### **3. ASSOCIATION SASH**

#### **3.1 ASSOCIATION SASH**

Talko has a sash. The colors of the sash are turquoise and silver. The width of the sash is 35mm with two 5mm silver stripes on the outer edges and 25mm turquoise stripe in the middle.

#### **3.2 WEARING SASH**

Talko board members wear a sash when representing the association as well as other formal events.

Men wear the sash on their right shoulder, crossing from right to left over the chest.. The sash runs between the shirt and the vest and is always on top of the tie. When wearing a dark suit, it may also lay on top of the left lapel, over the heart.



Women wear the sash on their left shoulder, with the shoulder covered. The council sash may not lay on bare skin. Women may also wear the sash on the left chest area folded into a 90mm wide rosette.

### **3.3 CLAIMING AND PRESENTING COUNCIL SASH**

Talko board members and board alumni may claim sashes to use.

Talko alumni graduates from Haaga-Helia may use the association sash after graduating. The sash may also be worn after the end of term.

### **3.4 USE OF OTHER SASHES**

Other council or academic sashes may be used with the Talko association sash. Maximum of three sashes may be worn simultaneously.

When representing Talko the association sash is worn on top of other sashes.

## **4. ASSOCIATION REGALIA**

The association has a medal of merit. The medal of merit will be addressed in the next chapter.

Obsolete regalia may be worn throughout the life of the recipient.

## **5. ASSOCIATION ACKNOWLEDGMENTS**

The association acknowledges those distinguished in positions of responsibility. The tokens of acknowledgement are a medal of merit and an honorary membership.

### **5.1 TALKO MEDAL OF MERIT**

The talko medal of merit is a round silvered medal with the association's logo.

### **5.2 AWARDING AND PRESENTING TALKO MEDAL OF MERIT**



The association's board may award the medal of merit when a full member or a board alumni of the association submits an application that is supported by four full members and/or board alumni. The application must be submitted by the end of March of the year in question.

The board will assign a working group before its spring meeting, if need be, to process received medal of merit applications. The group consists of at least 5 persons from two separate terms. The working group considers whether the person in question qualifies to receive a medal of merit and brings approved applications to the board meeting. The approval must be by absolute majority in the board meeting. The medal of merit may not be awarded to a current member of the board.

The association awards medals of merit for distinguished association's members or alumni who have promoted the association's operation and/or played a significant part in developing the association's operation. The medal of merit may also be awarded to persons outside the association as an acknowledgment.

Talko medal or merit is presented at the association's Annual Ball with the association's sash and these guidelines.

### **5.5. WEARING MEDAL OF MERIT**

During formal events the medal of merit is worn on the association's sash. During formal events the medal may also be worn on the left lapel or left chest of the suit.

### **5.6 HONORARY MEMBERSHIP**

The board may invite persons who have significantly promoted the operation and goals of the association to become honorary members. The decision to award honorary membership is made in the association's meeting.

The awarding of honorary memberships takes place at the Annual Ball. The honorary member will receive an honorary diploma.

### **5.7 ACKNOWLEDGMENT APPLICATION**

Applications of acknowledgment for the board are submitted during the official application period by an application form validated by the board. The application must contain the acknowledgment type, the name of the person considered for acknowledgement and the supporting criteria for awarding the acknowledgment.

The application may be submitted by the association's full member or alumni, and it must be



supported by four full members and/or alumni. The applicant may not support the application.

## **6. SPECIAL INSTRUCTIONS**

### **6.1 DOCUMENTING AND STORING OF ACKNOWLEDGMENTS**

The chairperson, or in their absence the vice chairperson of the association, must keep records of the awarding and presenting of acknowledgments by the association.

### **6.2 VALIDITY PERIOD AND MODIFYING GUIDELINES**

These guidelines are valid until further notice. The modification of these guidelines is decided by the association's meeting by a simple majority vote.