



# FFTL STATUTES

Edition 2021

**FFTL**®

Unidade no Desenvolve

Affiliated to the Fédération International de Football Association



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## DEFINITIONS

Terms given below donate the following:

1. **FFTL**: Federação Futebol de Timor-Leste.
2. **FIFA**: Fédération Internationale de Football Association.
3. **AFC**: Asian Football Confederation.
4. **AFF**: ASEAN Football Federation.
5. **Association**: a football association recognised as such by FIFA and by the relevant confederation.
6. **League**: an organization subordinate to an Association
7. **Regional Association**: an organization subordinate to an Association.
8. **Confederation**: a group of Association recognized by FIFA and belonging to the same continent (or similar geographic area).
9. **Club**: a member of an association (that is a member of FIFA and of the relevant confederation) or a member of a league recognised by an association that enters at least one team in a competition.
10. **Officials**: all board members, committee members, coaches, referees and attendants as well as other people responsible for technical, medical and administrative matters at FIFA, a Confederation, Association, League or Club.
11. **Player**: a football player registered with an Association.
12. **Congress**: the supreme and legislative body of FFTL.
13. **Executive Committee**: The executive body of FFTL.
14. **Member**: a legal person that has been admitted into membership of FFTL by the Congress.
15. **Association Football**: the game controlled by FIFA and organised by FIFA, the confederations and/or the associations in accordance with the Laws of the Game.
16. **Laws of the Game**: the laws of association football issued by The IFAB in accordance with the relevant provisions of the FIFA Statutes.
17. **IFAB**: The International Football Association Board.
18. **Ordinary Court**: state court which hear public and private legal disputes.
19. **CAS (TAS)**: Court of Arbitration for Sport (Tribunal Arbitral du Sport) in Lausanne (Switzerland).

NB: References to natural persons include both genders. The singular case applies to the plural and vice-versa

# I. GENERAL PROVISIONS

## Article 1 Name, Headquarters, Legal Form

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1. FFTL is a private organization of an associative nature in compliance with the legislation of the Republic Democratic of Timor-Leste (RDTL) and registered in Dili. It is formed for an unlimited period.
2. The headquarters are in the Capital of Timor-Leste, Dili at the Av. Nu Laran Nú. 4, Bairro Formosa (GRICENFOR) Dili, Timor-Leste.
3. FFTL is a Member of FIFA, AFC, and AFF.
4. The flag of FFTL is round shaped, back grounded on green and blue with a football and the national flag colours of Timor-Leste in the middle.
5. The emblem of FFTL is designed as the flag including the name of FFTL
6. The logo of FFTL is Federação Futebol de Timor-Leste.
7. The abbreviation of the Federação Futebol de Timor-Leste is FFTL
8. The flag, emblem, logo and abbreviation are legally registered with the Ministry of Justice of Timor-Leste, the Ministry of Education, Youth and Sport.

## Article 2 Objectives

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The objectives of FFTL are:

1. to improve the game of football constantly and promote, regulate and control it throughout the territory of FFTL in the light of fair play and its unifying, educational, cultural and humanitarian values, particularly through youth and development programmes;
2. to organize competitions in association football, futsal and beach soccer at national level, by defining precisely, as required, the areas of authority conceded to the various leagues of which it is composed;
3. to draw up regulations and provisions and ensure their enforcement;
4. to protect the interests of its Members;
5. to respect and prevent any infringement of the Statutes, regulations, directives and decisions of FIFA, AFC and FFTL as well as the Laws of the Game to ensure that these are also respected by its Members;
6. to promote integrity, ethics and fair play with a view to preventing all methods or practices such as corruption, doping or match manipulation, which might jeopardize the integrity of matches, competitions, players, officials and Members or give rise to abuse of association football, futsal and beach soccer;
7. to promote and strengthen good governance principles and practices at national level and encourage its Members to adopt their own good governance principles;
8. to promote women's football including its development and to advance full inclusion of women throughout at all types of football and at all levels, including in governance and technical roles;
9. to control and supervise all friendly football matches of all forms played throughout the territory of Timor-Leste;
10. to control and supervise association football, futsal and beach soccer at national level and to control and supervise all forms of international football matches played throughout the territory of Timor-Leste, in accordance with the relevant Statutes and regulations of FIFA and AFC
11. to manage international sporting relations connected with Association Football in all its forms;
12. to host competitions at international and other levels.

### **Article 3 Human rights**

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FFTL is committed to respecting all internationally organised human rights and shall strive to promote the protection of these rights.

### **Article 4 Non-discrimination and equality**

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Discrimination of any kind against a country, private person or group of people on account of race, skin colour, ethnic, national or social origin, gender, disability, language, religion, political opinion or any other opinion, wealth, birth or any other status, sexual orientation or any other reason is strictly prohibited and punishable by suspension or expulsion and/or other disciplinary measures.

### **Article 5 Neutrality and institutional independence**

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1. FFTL is neutral in matters of politics and religion.
2. The Members of FFTL shall also be neutral in matters of politics and religion and shall ensure that their own members remain neutral.
3. FFTL shall remain independent and shall avoid any form of undue political interference. FFTL shall manage its affairs independently and shall ensure that its own affairs are not influenced by any third parties.

### **Article 6 Promoting friendly relations**

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1. FFTL shall promote friendly relations between its Members, Clubs, Officials and Players and in society for humanitarian objectives.
2. FFTL shall provide the necessary institutional means to resolve any internal dispute that may arise between Members, Clubs, Officials and Players.

### **Article 7 Players**

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1. The status of players and the provisions for their registration shall be regulated by the Executive Committee of FFTL in accordance with the current FIFA Regulations of the Status and Transfer of Players.
2. Players shall be registered in accordance with the regulations of FFTL.

### **Article 8 Laws of the Game**

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1. FFTL and each of its Members shall play association football in compliance with the Laws of the Game issued by IFAB. Only IFAB may lay down and alter the Laws of the Game.
2. FFTL and each of its Members shall play futsal and beach soccer in accordance with the Futsal Laws of the Game and Beach Soccer Laws of the Game issued by FIFA. Only FIFA may lay down and alter the Futsal and Beach Soccer Laws of the Game.

### **Article 9 Conduct of bodies, officials and others**

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1. All bodies and officials of FFTL shall observe the Statutes, regulations, directives, decisions and the Code of Ethics of FIFA, of AFC and of FFTL in their activities.
2. Every person and organisation involved in the game of association football, futsal and beach soccer in the territory of FFTL is obliged to observe the Statutes and regulations of FIFA, of AFC, of FFTL and any other relevant statutes, as well as the principles of fair play, loyalty, integrity and sportsmanship.

## Article 10 Official languages

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1. The official languages of FFTL shall be Tetum, Portuguese and English. Official documents and texts shall be written in these languages. In the event of any divergence between the interpretations of texts in different languages, the text written in Portuguese shall be regarded as authoritative.
2. The official languages at the Congress shall be Tetum, Portuguese and English.

## II. MEMBERSHIP

### Article 11 Admission, suspension and expulsion

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- 1 The Congress shall decide whether to admit, suspend or expel a Member.
- 2 Admission may be granted if the applicant fulfils the requirements of FFTL in accordance with these Statutes.
- 3 Membership is terminated by resignation or expulsion. Loss of membership does not relieve the Member from its financial obligations toward FFTL or other Members of FFTL, but leads to cancellation of all rights in relation to FFTL.
- 4 FFTL shall ensure that all relevant stakeholders are represented within its Congress. The interests of women's football shall also be adequately represented in the Congress.

### Article 12 Members

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The Members of FFTL are:

- a) The 14 Municipality Associations:
  - 1) The Municipality Associations of Aileu;
  - 2) The Municipality Associations of Ainaro;
  - 3) The Municipality Associations of Baucau;
  - 4) The Municipality Associations of Bobonaro;
  - 5) The Municipality Associations of Covalima;
  - 6) The Municipality Associations of Dili Leste;
  - 7) The Municipality Associations of Dili Weste;
  - 8) The Municipality Associations of Ermera;
  - 9) The Municipality Associations of Liquiça;
  - 10) The Municipality Associations of Lospalos;
  - 11) The Municipality Associations of Manatuto;
  - 12) The Municipality Associations of Manufahi;
  - 13) The Municipality Associations of Oecusse;
  - 14) The Municipality Associations of Viqueque.
- b) The First League;
- c) The Second League;
- d) Referees' association (Associação Arbitragem de Timor-Leste);
- e) Coaches' association (Associação Treinadores de Timor-Leste);
- f) Women's football association;
- g) Youth player's association;
- h) Futsal association.

## Article 13 Admission

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1. Any legal person wishing to become a Member of FFTL shall apply in writing to the general secretariat of FFTL.
2. The application must be accompanied by the following mandatory items:
  - a) A copy of its legally valid statutes or constitutional document and if applicable, regulations
  - b) A declaration that it will comply with the Statutes at all time, regulations and decisions of FFTL, of FIFA, of AFC and ensure that these are also respected by its own Members, Clubs, Officials and Players;
  - c) A declaration that it will comply with the Laws of the Game in force as laid down by The IFAB as well as the Futsal Laws of Game and Beach Soccer Laws of Game as laid down by FIFA
  - d) A declaration that it will refer in the last instance (i.e. after exhaustion of all internal channels within FFTL) any dispute of national dimension arising from or related to the Statutes, regulations, directives and decisions of the FFTL only to an independent and duly constituted arbitration tribunal, which shall definitely settle the dispute to the exclusion of any ordinary court, unless expressly prohibited by the legislation in force in Timor-Leste;
  - e) A declaration that any dispute of international dimension arising from or related to the Statutes, regulations, directives and decisions of FIFA or of the AFC may only be submitted in the last instance to CAS, as specified in the Statutes of FIFA and of the AFC;
  - f) A declaration that it recognises the jurisdiction of CAS, as specified in the Statutes of FIFA and AFC, and its decisions;
  - g) A declaration that is located and legally registered in the territory of Timor-Leste;
  - h) A declaration that it will play all official home matches in territory of Timor-Leste;
  - i) A declaration to the effect that the legal composition of the applicant guarantees that it can make decisions independently of any external entity;
  - j) A declaration to the effect that the members of its own bodies were elected or appointed as a result of a procedure that guarantee the complete independence of the election or appointment;
  - k) A list of officials, specifying those who are authorized signatories with the right to enter into legally binding agreements with third parties;
  - l) A declaration that it undertakes to organize or participate in friendly matches only with the prior consent of FFTL;
  - m) A copy of the minutes of its last Congress or constitutional meeting;
  - n) if applicable, a declaration that it undertakes to organise or participate in friendly matches only with the prior consent of FFTL

## Article 14 Request and procedure for application

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1. The procedure for admission shall be regulated by special regulations approved by the Executive Committee of FFTL
2. The Executive Committee shall request the Congress either to admit or not to admit an applicant. The applicant may state the reasons for its application to the Congress.
3. The new Member shall acquire membership rights and duties as soon as it has been admitted. Its delegates are eligible to vote and be elected with immediate effect.

## Article 15 Members' rights

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1. The Members of FFTL have the following rights:
  - a) to take part in the Congress of FFTL, to receive its agenda in advance, to be called to the Congress within the prescribed time, to exercise their rights to participate in the debates and discussions and to exercise their voting rights;
  - b) to draw up proposals for inclusion in the agenda of the Congress;
  - c) to nominate candidates for all relevant bodies of FFTL to be elected or appointed;
  - d) to be informed of the affairs of FFTL through the official bodies of FFTL;
  - e) to take part in competitions [if applicable] and/or other sports activities organized by FFTL;
  - f) to exercise all other rights arising from the Statutes and regulations of FFTL.
2. The exercise of these rights is subject to other provisions in these Statutes and the applicable regulations of FFTL.

## Article 16 Members' obligations

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1. The Members of FFTL have the following obligations:
  - a) to comply fully with the Statutes, regulations, directives and decisions of FIFA, AFC, and FFTL at all times and to ensure that these are also respected by its members;
  - b) to ensure the election of its decision-making bodies; at least every four (4) years
  - c) to take part in competitions [if applicable] and other sport activities organized by FFTL;
  - d) to pay their membership subscriptions;
  - e) to respect the Laws of the Game as laid down by IFAB and to ensure that these are also respected by its members through a statutory provision;
  - f) to adopt a statutory clause specifying that any dispute of national dimension arising from or related to the Statutes, regulations, directives and decisions of FFTL may only be referred in the last instance to CAS, which shall definitely settle the dispute to the exclusion of any ordinary court, unless expressly prohibited by the legislation in force in Timor-Leste;
  - g) to adopt a statutory clause specifying that any dispute of international dimension arising from or related to the Statutes, regulations, directives and decisions of FIFA or of AFC, may only be submitted in the last instance to CAS, as specified in the Statutes of FIFA and of AFC;
  - h) to manage their affairs independently and ensure that their own affairs are not influenced by any third parties in accordance with art. 20 of these Statutes;
  - i) to ensure that their bodies are either elected or appointed according to a procedure that guarantees the complete independence of the election or appointment;
  - j) to communicate to FFTL any amendment of its Statutes and regulations as well as the list of its Officials or persons who are authorized signatories with the right to enter into legally binding agreements with third parties;
  - k) not to maintain any relations of a sporting nature with entities that are not recognized or with Members that have been suspended or expelled;
  - l) to observe the principles of loyalty, integrity and good sporting behaviour as an expression of fair play through a statutory provision;
  - m) to observe the mandatory items specified under art. 13 par. 2 of these Statutes for the duration of their affiliation;
  - n) to administer a register of members which shall regularly be updated;

- o) to ratify statutes that are in accordance with the requirements of the FFTL Statutes
  - p) to comply fully with all other duties arising from the Statutes and other regulations of FIFA, of AFC, and FFTL.
2. Violation of the above-mentioned obligations by any Member may lead to sanctions provided for in these Statutes.
  3. Violation of the above-mentioned obligations by any Member may lead to sanctions provided for in these Statutes.
  4. Violation of par. 1 h) above may also lead to sanctions, even if the third-party influence was not the fault of the Member concerned. Each Member of FFTL is responsible towards it for any and all acts of the members of their bodies caused by the gross negligence or willful misconduct of such members.

## **Article 17 Suspensions**

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1. The Congress is responsible for suspending a Member. The Executive Committee may, however, temporarily suspend a Member that seriously and repeatedly violates its obligations as a Member with immediate effect. The suspension shall last until the next Congress, unless the Executive Committee has lifted it in the meantime.
2. The presence of a majority (more than 50%) of the delegates representing the Members eligible to vote is necessary for a suspension to be valid. A suspension of a Member by the Congress shall be confirmed at the next Congress by three-quarter (3/4) of the valid votes cast. If it is not confirmed, the suspension is automatically lifted.
3. A suspended Member shall lose its membership rights. Other Members may not entertain sporting contact with a suspended Member. The Disciplinary and Ethics Committee may impose further sanctions.
4. Members that do not participate in the sports activities of FFTL for two (2) consecutive years shall be suspended from voting at the Congress and their representatives shall not be elected or appointed until they have fulfilled obligations in this respect.

## **Article 18 Expulsions**

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1. The Congress may expel a Member if:
  - a) it fails to fulfil its financial obligations towards FFTL;
  - b) it seriously violates the Statutes, regulations, directives of FIFA, AFC, and FFTL;
2. The presence of a majority (more than 50%) of Members entitled to vote at the Congress is necessary for an expulsion to be valid, and the motion for expulsion must be adopted by a three-quarter (3/4) majority of the valid votes cast.

## **Article 19 Resignations**

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1. A Member may resign from FFTL with effect from the end of the calendar year (31 December). Notice of resignation must reach the general secretariat no later than 6 months before the end of the calendar year.
2. The resignation is not valid until the Member wishing to resign has fulfilled its financial obligations towards FFTL and the other Members of FFTL.

## **Article 20 Independence of Members and their bodies**

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1. Each Member shall manage its affairs independently and with no undue influence from third parties.
2. The Members' bodies shall be either elected or appointed. The Members' statutes shall provide for a democratic procedure that guarantees the complete independence of the election or appointment.
3. Any Members' bodies that have not been elected or appointed in compliance with the provisions of par. 2 above, even on an interim basis, shall not be recognised by FFTL.
4. Decisions passed by bodies that have not been elected or appointed in compliance with par. 2 shall not be recognised by FFTL.

## **Article 21 Status of clubs, leagues, municipality associations and other groups of clubs**

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1. Clubs, leagues, municipality associations or any other groups of clubs affiliated to the FFTL shall be subordinate to and recognised by the FFTL. There shall only be one top-tier national league on the territory of the Timor-Leste.
2. These Statutes define the scope of authority and the rights and duties of the entities mentioned in par. 1 above. Their statutes and regulations shall be in line with the requirements and obligations of the Statutes and regulations of the FFTL. The FFTL shall have the primary responsibility to regulate matters relating to refereeing, the fight against doping, the registration of players, club licensing, the imposition of disciplinary measures, including for ethical misconduct, as well as measures required to protect the integrity of competitions.
3. The entities mentioned in par. 1 above shall take all decisions on any matters regarding their membership independently of any external body. This obligation applies regardless of their corporate structure.
4. In any case, no natural or legal person (including holding companies and subsidiaries) shall exercise control over more than one club or group of clubs whenever the integrity of any match or competition could be jeopardised.

### III HONORARY PRESIDENT AND HONORARY MEMBER

#### Article 22 Honorary President and honorary member

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1. The Congress may bestow the title of honorary president or honorary member upon any persons for meritorious service to football.
2. The Executive Committee shall make these nominations.
3. The honorary president or honorary member may take part in the Congress. They may join the debate but are not entitled to vote.

### Article 23 Bodies of FFTL

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1. The Congress is the supreme and legislative body.
2. The Executive Committee is the executive body.
3. The general secretariat is the administrative body.
4. Standing and ad-hoc committees shall advise and assist the Executive Committee and general secretariat in fulfilling their duties. Their duties, composition and function are defined in these Statutes and/or special regulation drawn up by the Executive Committee.
5. The Club Licensing bodies are in charge of the club licensing system within FFTL.
6. The Independent Committees shall fulfil their functions in accordance with these Statutes and applicable regulations. The Independent Committees are the Audit and Compliance Unit, the Electoral Committee and the Judicial Bodies.
7. The Judicial bodies are Disciplinary and Ethics Committee and Appeal Committee.
8. The bodies of FFTL shall be either elected or appointed by FFTL itself without any external influence and in accordance with the procedures described in these Statutes.
9. Any member of the bodies must withdraw from the debate and from taking a decision if there is any risk or possibility of a conflict of interest. In particular, members of the bodies shall always be aware of, and comply with, the relevant provisions of the FIFA Code of Ethics on conflicts of interest and adjust their conduct as necessary (e.g. abstain from performing their duties, notify the chairperson in cases of potential conflicts of interest, etc.).

### Article 24 Dismissal of a member of a body

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1. The Congress may dismiss a member of a body. The Executive Committee may place the dismissal of a person or body on the agenda for the Congress. The Executive Committee may also dismiss a person of a body provisionally, with the exception of the member of the independent committees. The provisional dismissal approved by the Executive Committee shall be confirmed by the next Congress, unless the Executive Committee has lifted it in the meantime.
2. The motion of dismissal must be justified. It will be sent to the members of FFTL along with the agenda.
3. The person or a body in question has the right to defend himself in front of the Executive Committee and/or the Congress.
4. If the motion for dismissal is upheld, the Congress or Executive Committee shall reach a decision by means of secret ballot. For the motion to be past, a majority of two-thirds of the valid votes is required.
5. The person or body dismissed must be relieved of his/her or its functions with immediate effect.

### Article 25 Definition and composition of the Congress

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1. The Congress is the meeting at which all the members of FFTL regularly convene. It represents the supreme and legislative authority of FFTL. Only a congress that is regularly convened has the authority to make decision.
2. A Congress may be an Ordinary or Extraordinary Congress. As a general rule, a Congress will be conducted in person. However, if the circumstances so require, a Congress maybe held by teleconference, by video conference which shall allow delegates to see and hear each other simultaneously. Electronic signatures shall be accepted during Congresses held virtually. However, elective Congress shall only be held physically.
3. The Congress shall be constituted in accordance with the principles of representative democracy and shall take into account the importance of gender equality in football
4. The President shall chair the Congress in compliance with these Statutes, the Standing Orders of the Congress as well as any applicable regulations
5. The Executive Committee may appoint observers who take part in the Congress without the right to debate or to vote.
6. The honorary president and honorary member may take part in the Congress. They may join the debate but are not entitled to vote.
7. The clubs and leagues which are not member of FFTL may take part in the Congress as observers.

### Article 26 Delegates and votes

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1. The Congress is composed 21 voting delegates as follows:
  - a) Fourteen (14) Municipalities voting delegates with 14 votes;
  - b) One (1) First League voting delegate (winner of the First League) with 1 vote;
  - c) One (1) Second League voting delegate ( winner of the Second League) with 1 vote;
  - d) One (1) women's football association voting delegate with 1 vote;
  - e) One (1) coaches' association voting delegate with 1 vote;
  - f) One (1) referees' association voting delegate with 1 vote;
  - g) One (1) youth player's association voting delegate with 1 vote;
  - h) One (1) futsal association voting delegate with 1 vote;
2. Each Member may be represented by up to three (3) delegates, only one of these delegates is the voting delegate and must be registered as such prior to a congress. If a Member is represented by more than one delegate, at least one of them must be a female representative.
3. Delegates must belong to the member that they represent and be appointed or elected by the appropriate body of that Member. They must also be able to produce evidence of this upon request.
4. Only the President of the Member or someone duly appointed by the Executive Committee of the Member are entitled to vote. Voting by proxy or by letter is not permitted.
5. The Executive Committee and the General Secretary shall take part in the Congress without voting rights. During their terms of office, members of the Executive Committee may not be appointed as delegates for their association to the Congress.

## Article 27 Areas of Authority

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The Congress has the following authority:

- a) Adopting or amending the Statutes and Standing Orders of the Congress;
- b) Appointing three (3) delegates of different Members to check the minutes and approving the minutes of the last meeting;
- c) Electing the President, the vice-president and members of the Executive Committee;
- d) Electing the chairpersons, deputy chairpersons and members of the independent committees (Judicial bodies, Audit and Compliance Unit and Electoral Committees); upon proposal of the Executive Committee;
- e) Appointing three (3) scrutineers to count the votes and to assist the General Secretary in distributing the ballot papers issued for the elections.
- f) Approving the annual audited, financial statements, including the consolidated financial statements and annual report;
- g) Approving the budget;
- h) Approving the FFTL activity report;
- i) Appointing the independent and external auditors upon the proposal of the Executive Committee;
- j) Fixing the memberships subscriptions upon proposal of Executive Committee
- k) Deciding upon the nomination of the Executive Committee, whether to bestow the title of honorary president or honorary member;
- l) Admitting, suspending or expelling a member;
- m) Revoking the mandate of one or a number of members of a body of FFTL;
- n) Passing decisions at the request of a Member in accordance with these Statutes;
- o) Dissolving FFTL.

## Article 28 Quorum of the Congress

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1. Decision passed by the Congress shall only be valid if a majority (more than 50%) of the delegates representing the Members who are entitled to vote are present
2. If a quorum is not achieved, a second Congress shall take place 24 hours after the first, with the same agenda.
3. A quorum is not required for the second meeting unless any item on the agenda proposes:
  - a) the amendment of the Statutes of FFTL,
  - b) the election of the President, the vice-president and members of the Executive Committee,
  - c) the election of the chairpersons, deputy chairpersons or members of the independent committees
  - d) the dismissal of one or a number of members of a body of FFTL,
  - e) the suspension or expulsion of a member of FFTL
  - f) the dissolution of FFTL.
4. Once it is declared that the Congress has been convened and composed in accordance with these Statutes, the quorum shall not be influenced by delegates departing.

## Article 29 Decisions of the Congress

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1. Unless otherwise stipulated in the Statutes, a majority (more than 50%) of the valid votes cast is sufficient for a vote to be valid. The number of valid votes counted shall decide the majority. Spoiled or blank voting slips or any other forms of abstention are disregarded in calculating the majority.
2. A decision that requires a vote shall be reached by a show of card (green for agree, red for disagree and yellow for abstain) or by means of an electronic count. If a show of cards does not result in a clear majority in favour of a motion, the vote shall be taken by calling the roll in alphabetical order.

## Article 30 Elections

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1. Elections should be conducted by secret ballot.
2. Elections shall be conducted in accordance with the Electoral Code of FFTL and shall be supervised by the Electoral Committee.
3. Where a candidate has no opponent for the seat, they may be elected by acclamation.
4. No voting by letter or proxy is permitted.
5. The election for the position of the Executive Committee shall take place by position. At least one position shall be reserved for a female candidate. Every candidate in the election for the position of the Executive Committee shall be proposed by at least 1 (one) member. Each member shall support one candidate for each given position only. If a member supports more than one candidate for a given position, none of its expression of support for that position shall be considered valid.
6. The position of the President and vice-president shall be elected as follows:
  - a) where there are two (2) candidates on the first ballot, a majority (more than 50%) of the valid votes cast of the Members who are present and eligible to vote is necessary; and
  - b) where there are more than two (2) candidates on the first ballot, two-thirds (2/3) of the votes of the Members who are present and eligible to vote are necessary. Should no candidate receive two-thirds (2/3) of the votes on the first ballot, all candidates move to the second ballot. From the second ballot (if required) onwards, a majority (more than 50%) of the valid votes cast of the Members who are present and eligible to vote is necessary. If no candidate is elected, the candidate obtaining the lowest number of votes shall be eliminated from the subsequent ballot. This process shall continue (if required) until two (2) candidates remain and a majority is achieved.
7. For the election of the other members of the Executive Committee mentioned in article 37 1. c), the candidate(s) who receive(s) the most votes in respect of the free seat(s) shall be elected.
8. The Chairperson, Deputy Chairperson, and members of the Independent Committees (i.e. Audit and Compliance Unit, Electoral Committees and Judicial Bodies) shall be elected by the Congress by a majority (more than 50%). These elections may be conducted en bloc. However, at the request of at three (3) delegates representing the Members, a separate vote for a specific candidate shall take place.
9. In case of a tied vote in any elections of any body, two new ballots shall be conducted in accordance with the procedure set forth in this article. If the tied vote remains, the relevant position shall remain vacant until a new elective Congress convenes to proceed with new elections according to these Statutes.
10. Blank ballot papers, invalid votes or electronic votes manipulated in any way as well as abstentions shall be disregarded when calculating the majority.

11. Candidatures for any of the positions of the Executive Committee shall be sent to the general secretariat at least forty-five (45) days before the relevant elective Congress. The official list of candidates must be passed to the Members of the FFTL at least thirty (30) days before the Congress at which the Executive Committee shall be elected. The provisions of this paragraph shall also apply when elections take place during an Extraordinary Congress.
12. Candidatures for any of the positions of the independent committees (i.e. Audit and Compliance Unit, electoral committees and judicial bodies) must be passed to the Members of the FFTL at least thirty (30) days before the Congress at which the members in question shall be elected.

### **Article 31 Ordinary Congress**

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1. The Ordinary Congress shall be held every year.
2. The Executive Committee shall fix the place and date. The members shall be notified in writing at least sixty (60) days in advance.
3. The formal convocation shall be made in writing at least thirty (30) days before the date of the Congress. This convocation shall contain the agenda, the FFTL activity report, the financial statements and the auditors' report and any other relevant documents.

### **Article 32 Ordinary Congress Agenda**

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1. The General Secretary shall draw up the agenda based on proposal from the Executive Committee and Members. Any proposal that a member wishes to submit to the Congress shall be sent to the general secretariat in writing, with a brief explanation, at least forty-five (45) days before the date of the Congress.
2. The Congress agenda shall include the following mandatory items:
  - a) A declaration that the Congress has been convened and composed in compliance with the Statutes of FFTL;
  - b) Approval of the agenda;
  - c) An address by the President;
  - d) Appointment of delegates from different Members to check the minutes;
  - e) Appointment of scrutineers;
  - f) Election of the President, vice-president and members of the Executive Committee (if applicable);
  - g) Election of the members of the Independent Committees (Audit and Compliance Unit, Electoral Committee and Judicial Bodies);
  - h) Suspension or expulsion of members (if applicable);
  - i) Approval of the minutes of the proceeding Congress;
  - j) FFTL activity report (containing the activities since the last Congress);
  - k) Presentation of the consolidated and revised balance sheet and the profit and lost statement;
  - l) Approval of the financial statements;
  - m) Approval of the budget;
  - n) Admission for membership (if applicable)
  - o) Votes on proposals for amendments to the Statutes (if applicable);
  - p) Discussion of proposals submitted by the Members and the Executive Committee;
  - q) Appointment of independent auditors (if applicable) upon the proposal of the Executive Committee;

- r) Dismissal of a person or a body (if applicable);
  - s) Any further items proposed by the Members or Executive Committee of FFTL.
3. The agenda of the Ordinary Congress may be altered provided three-quarters (3/4) of the Members present at the Congress and eligible to vote agree to such a motion.
  4. The Congress shall not make a decision on any point not included in the agenda.

### **Article 33 Extraordinary Congress**

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1. The Executive Committee may convene an Extraordinary Congress at any time.
2. The Executive Committee shall convene an Extraordinary Congress if one-third (1/3) of the members of FFTL make such a request in writing. The request shall specify the items for the agenda. An Extraordinary Congress shall be held within thirty (30) days of receipt of the request. If an Extraordinary Congress is not convened, the members who requested it may convene the Congress themselves. As a last resort, the member may request assistance from FIFA and AFC.
3. The member shall be notified of the place, date and agenda at least fifteen (15) days before the date of an Extraordinary Congress.
4. When an Extraordinary Congress is convened on the initiative of the Executive Committee, it must draw up the agenda. When an Extraordinary Congress is convened upon the request of Members, the agenda must contain the points raised by those Members.
5. The agenda of an Extraordinary Congress may not be altered.

### **Article 34 Amendments to the Statutes and Standing Orders of the Congress**

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1. The Congress is responsible for amending the Statutes and the Standing Orders of the Congress;
2. Any proposal for an amendment to the Statutes and the Standing Orders of the Congress must be submitted in writing with a brief explanation to the general secretariat by a Member or by the Executive Committee. A proposal submitted by a Member is valid, provided it has been supported in writing by at least ten (10) other members.
3. For a vote on an amendment to the Statutes to be valid, a majority (more than 50%) of the Members eligible to vote must be present.
4. A proposal for an amendment to the Statutes shall be adopted only if three-quarters (3/4) of the Members present and eligible to vote agree to it.

### **Article 35 Minutes**

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The General Secretary shall be responsible for recording the minutes at the Congress. The minutes shall be checked by those Members designated and finally approved at the next Congress.

### **Article 36 Effective date of decision**

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Decision passed by the Congress shall come into effect immediately after the close of the Congress, unless otherwise stipulated in these Statutes or unless the Congress fixes another date for a decision to take effect.

### Article 37 Composition

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1. The Executive Committee consist of 7 members:
  - a. One (1) President;
  - b. One (1) Vice President;
  - c. Five (5) members.At least one of the Executive Committee members must be a woman.
2. The president, the vice-president and the members of the Executive Committee shall be elected by the Congress. Every candidate in the election of Executive Committee members must be proposed by at least one Member.
3. The mandate of the President, vice-president and members of the Executive Committee is for four (4) years. No person may serve as President for more than three (3) terms of office (whether consecutive or not). All other members (including any vice-president) of the Executive Committee may serve for no more than three (3) terms of office (whether consecutive or not).
4. The members of the Executive Committee shall be no younger than twenty five (25) years. They shall have already been active in football for minimum four (4) years prior to their election, must not have been previously found guilty of a criminal offence and have residency within the territory of Timor-Leste. They shall undergo an integrity check to be conducted by the Audit and Compliance Unit, prior to their election or re-election.
5. Candidatures must be sent to the general secretariat of FFTL. The official list of candidates must be passed to the Members of FFTL along with the agenda for the Congress at which the Executive Committee will be elected.
6. A member of the Executive Committee may not at the same time be a member of an independent committee (i.e. electoral committees or judicial bodies) of FFTL.
7. If a position or up to 50% of the positions of the Executive Committee become vacant, the Executive Committee shall fill the position(s) in question until the next Congress, when replacement(s) for the position(s) will be elected for the remaining period of office.
8. If more than 50% of the positions of the Executive Committee become vacant, the General Secretary shall convene an Extraordinary Congress within the prescribed period of time.
9. Any position within the Executive Committee shall be considered vacant in case of death, resignation or if the member concerned is permanently prevented from performing his official function.

### Article 38 Meetings

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1. The Executive Committee shall meet at least four (4) times per year.
2. The President shall convene the Executive Committee meetings. If more than 50% of the Executive Committee members request a meeting, the President shall convene it within fifteen (15) days of the receipt of the request. If the President does not convene the requested meeting by the aforementioned deadline, the other members of the Executive Committee shall convene it themselves, but must send the agenda to all members of the Executive Committee at least three (3) days before the meeting in line with par. 3 below.
3. The President, assisted by the general secretariat, shall compile agenda. Each member of the Executive Committee is entitled to propose items for inclusion in the agenda. The members of the Executive Committee must submit the points they wish to be included in the agenda for the meeting to the general secretariat at least seven (7) days before the meeting. The agenda must be sent out to the members of the Executive Committee at least three (3) days before the meeting.

4. The General Secretary shall take part in the meetings of the Executive Committee in a consultative role without voting rights. If the General Secretary is unable to attend a meeting, he may nominate a representative to attend the meeting on his/her behalf, subject to the approval of the Executive Committee.
5. The meetings of the Executive Committee shall not be held in public. The Executive Committee may, however, invite third parties to attend. Those third parties shall not have voting rights, and may only express an opinion with the permission of the Executive Committee.
6. The President may also convene the Executive Committee on an urgent basis to deal with any matter requiring immediate settlement between two meetings of the Executive Committee. If the members of the Executive Committee cannot meet physically, decisions may be passed through other modern means of written communication (e.g. emails or messaging apps).

## **Article 39 Powers of the Executive Committee**

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The Executive Committee shall have the following powers:

- a) Shall pass decisions on all cases that do not come within the sphere of responsibility of the Congress or are not reserved for other bodies by law or under these Statutes;
- b) Shall prepare and convene the Ordinary and Extraordinary Congress of FFTL with the assistance of the general secretariat;
- c) Shall appoint the chairpersons, deputy chairpersons and members of the standing committees;
- d) Shall propose the appointment of the chairpersons, deputy chairpersons and members of the independent committees for ratification by the Congress;
- e) May decide to set up ad-hoc committees if necessary, at any time;
- f) Shall compile the regulation for the organization of standing committees and ad-hoc committees;
- g) Shall appoint or dismiss the General Secretary on the proposal of the President. The General Secretary shall attend the meetings of all committees ex officio;
- h) Shall appoint the member of the club licensing bodies
- i) Shall propose the independent and external auditors to the Congress;
- j) Shall decide the place and dates of the number of teams participating in the competitions of FFTL;
- k) Shall appoint the coaches for the representative teams and other technical staff;
- l) Shall approve regulations stipulating how FFTL shall be organized internally and inform the Congress accordingly;
- m) Shall ensure that the Statutes are applied and adopt the executive arrangements required for their application;
- n) May dismiss a person or body or suspend a Member of FFTL provisionally until the next Congress;
- o) May delegate tasks arising out of its area of authority to other bodies of FFTL or third parties.

## **Article 40 Decisions**

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1. The Executive Committee shall not engage in valid debate unless a majority (more than 50%) of its members are present.
2. The Executive Committee shall reach decisions by a majority (more than 50%) of the members present. In the event of a tied vote, the President shall have the casting vote. Voting by proxy or by letter is not permitted.
3. Any members of the Executive Committee must withdraw from the debate and from taking a decision if there is any risk or possibility of a conflict of interests.
4. The decision taken shall be recorded in the minutes.
5. The decision taken by the Executive Committee shall come into effect immediately, unless the Executive Committee decides otherwise

### Article 41 President

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1. The President represents FFTL generally.
2. The President is primarily responsible for:
  - a) implementing the decision passed by the Congress and the Executive Committee through the general secretariat;
  - b) ensuring the effective functioning of the bodies of FFTL in order that they achieve the objectives described in these Statutes;
  - c) supervising the work of the general secretariat;
  - d) relations between FFTL and its Members, FIFA, AFC, political bodies and other organizations.
  - e) Signing financial transactions together with the General Secretary or treasurer.
3. Only the President may propose the appointment and dismissal of the General Secretary.
4. The President shall preside over the Congress, the Executive Committee and Emergency Committee meetings and those committees of which he/she has been appointed chairperson.
5. The President shall have an ordinary vote on the Executive Committee.
6. If the President is absent or unavailable, the vice-president shall deputize until the next Congress. This Congress shall elect a new President for the remaining period of office.
7. Any additional powers and the remuneration of the President shall be contained in the internal organization regulations of FFTL that are approved by the Executive Committee and shared with the Congress.

### Article 42 Representation and signature

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The President is entitled to sign for FFTL. The Executive Committee may set up internal organization regulations regarding the joint signature of officers, in particular, in case of the President's absence and concerning all important business of FFTL.

### Article 43 Vice President

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The Vice President shall be directly elected by vote at the Congress. His/Her powers and duties are as follows:

1. to act as assigned by the President and responsible to the President on the implementation of the assigned tasks;
2. to sign documents with the authorization of President;
3. to supervise the work of the General Secretary in the area that the vice-president is responsible for and report to the President.

### Article 44 General secretariat

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The general secretariat is the executive, operational and administrative body and shall carry out the work of FFTL under the direction of the General Secretary. The members of the general secretariat are bound by the internal organizational regulation of FFTL and shall fulfil the given tasks in the best manner under direction of the General Secretary.

### Article 45 General Secretary

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1. The General Secretary is the chief executive officer of FFTL.
2. shall be appointed on the basis of an agreement governed by private law and shall have the necessary professional qualifications.
3. The General Secretary shall be responsible for:
  - a. Implementing decisions passed by the Congress and Executive Committee in compliance with the President's directives;
  - b. Attending the Congress and meetings of the Executive Committee, Emergency Committee and the standing and-hoc committees;
  - c. Organizing the congress and meetings of the Executive Committee and other bodies;
  - d. Compiling the minutes for the meetings of the Congress, Executive Committee, Emergency Committee and standing and ad-hoc committees;
  - e. Managing and keeping the accounts of FFTL properly in accordance with the guidelines of the Executive Committee;
  - f. The correspondence of FFTL;
  - g. Relations with the members, committees, FIFA, AFC and AFF; under the direction of the President;
  - h. Organizing the general secretariat;
  - i. The appointment and dismissal of staff working in the general secretariat;
  - j. Proposing managerial staff to the president.
4. The General Secretary may not be a Congress delegate or a member of any body of FFTL

### Article 46 Standing Committees

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1. The Standing Committees of FFTL are:
  - a. Finance Committee
  - b. Technical and Development Committee
  - c. Players' Status Committee
  - d. Referee Committee
  - e. Women's, Youth, and Futsal Committee
  - f. Media and Marketing Committee
  - g. Sports Medical Committee
  - h. Competition Committee
2. The chairpersons, deputy chairpersons and members of the standing committees may be members of the Executive Committee with the exception of the Referees Committee and Sports Medical Committee, whom may not belong to the Executive Committee. The members of each standing committee shall be appointed by the Executive Committee upon proposal of the Members of FFTL and/or the President. The Executive Committee shall ensure appropriate female representation on standing committees. The chairpersons, deputy chairpersons and the members of the standing committees shall be designated for a term of office of four (4) years.
3. Each chairperson shall represent his committee and conduct business in compliance with the relevant organization regulations drawn up by the Executive Committee.
4. Each chairperson shall fix the dates of meetings in collaboration with the General Secretary, ensure that all tasks are carried out and report back to the Executive Committee.
5. Each Committee may propose amendments to its regulations to the Executive Committee. Any member of a Standing Committee who is absent for three (3) consecutive meetings or any five (5) meetings during their term without a properly accepted apology is automatically suspended. A decision shall then be made by the Executive Committee whether or not to dismiss the member, which shall be final.

### Article 47 Finance Committee

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The finance Committee shall monitor the financial management and advise the Executive Committee on financial matters and asset management. It shall analyse the budget of FFTL and the financial statement prepared by the General Secretary and submit them to the Executive Committee for approval. It shall consist of a chairperson, the treasurer as the deputy-chairperson and one (1) member.

### Article 48 Technical and Development Committee

---

The Technical and Development Committee shall primarily analyse the basic aspects of football training and technical development, deal with general issues in football but primarily with its structure as well as relations between Clubs, Leagues, Members, FIFA, AFC and shall deal with global strategies for football and its political, economic and social status. It shall consist of a chairperson, a deputy chairperson and one (1) member.

## **Article 49 Players' Status Committee**

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1. The Players' Status Committee shall set up and monitor compliance with transfer regulations in accordance with the FIFA Regulations on the Status and transfer of players and determine the status of players for various competitions of FFTL. The Executive Committee may draw up special regulations governing the players' Status Committee's powers of jurisdiction. The players' Status Committee shall consist of a chairperson, a deputy chairperson and one (1) member.
2. Players' Status disputes involving FFTL, its Members, and Players, Officials and match and players' agents shall be settled in the last instance by CAS, unless expressly prohibited by the legislation in force in Timor-Leste.

## **Article 50 Referees' Committee**

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The Referees' Committee shall implement the Laws of the Game. It shall appoint the referees for matches in competitions organized by FFTL, organize refereeing matters within FFTL in collaboration with the administration of FFTL and monitor the education and training of referees. It shall consist of a chairperson, a deputy chairperson and one (1) member.

## **Article 51 Women's, Youth and Futsal Committee**

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The Committee for Women's Football, Youth and Futsal shall organize women's football competitions, youth football competitions and futsal competitions. Their deal with all matters relating to women's football, youth football and futsal. It shall consist of a chairperson, a deputy chairperson and one (1) member.

## **Articles 52 Media and Marketing Committee**

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The Media and Marketing Committee shall deal with the working conditions for the media at FFTL events and maintain relations with media organizations and shall advise the Executive Committee with regards to drafting and implementing contract between FFTL and its marketing/television partners and analyze marketing and television strategies that have been advised. It shall consist of a chairperson, a deputy chairperson and one (1) member.

## **Article 53 Sports Medical Committee**

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The Sports Medical Committee shall deal with all medical aspects of football. It shall consist of a chairperson, a deputy chairperson and one (1) member.

## **Article 54 Competitions Committee**

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The Competitions Committee shall organize the competitions of FFTL in compliance with the provisions of these Statutes and the regulations applicable to FFTL competitions. It shall consist of a chairperson, a deputy chairperson and one (1) member. The duties of the Competitions Committee shall be as follows:

1. To discuss and plan the different types of competitions for FFTL and make suitable recommendations to the Executive Committee.
2. To make venue inspection whenever necessary for the selection of suitable venues for the competitions.
3. To formulate the rules and regulations for each type of competition
4. To supervise the organization of the competitions.
5. To undertake and other duties given by the Executive Committee in the field of competitions.

### Article 55 Club licensing bodies

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1. The club licensing bodies shall be in charge of the club licensing system within FFTL in accordance with the Club Licensing Regulations of FFTL and AFC.
2. The club licensing bodies shall consist of a first instance body and an appeal body. Each club licensing body shall consist of a Chairperson, a Deputy Chairperson and up to three (3) members who shall be appointed by the Executive Committee. They may not belong to any other body of FFTL, League Organization and Clubs, nor are they allowed to have any activities within those bodies.
3. The Club Licensing Bodies shall be appointed for a period of four (4) years. Their mandate may be renewed.
4. Decisions passed by the club licensing appeal body may only be appealed before CAS in accordance with the provisions in these Statutes.
5. The Executive Committee of FFTL shall issue club licensing regulations governing the club licensing system, which shall stipulate, inter alia, to which clubs the system applies. As a minimum, the club licensing system must be implemented in respect of top-division clubs which qualify for AFC club competitions on sporting merit.

### Article 56 Institutional independence

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The independent committees (i.e. the electoral committees, audit and compliance Unit and the judicial bodies) as well as their individual members shall conduct their activities and perform their duties entirely independently but always in the interests of FFTL and in accordance with its Statutes and regulations. The chairpersons and deputy chairpersons of the independent committees as well as any of their immediate family members may not exercise or have exercised during the two (2) years preceding their initial terms any executive function at FFTL, one of FFTL's Members, a league or a club (including any of their affiliated companies/organisations), nor have or have had in the four (4) years preceding their initial term any material business relationship with FFTL, one of FFTL's Members, a league or a club (including any of their affiliated companies/organisations). "Immediate family member" shall mean, with respect to a person, such person's spouse or domestic partner, parents, grandparents, uncles, aunts, children (including any stepchild or adopted child), grandchildren, son-, daughter-, father- or mother-in-law, and including anyone else, whether by blood or otherwise, with whom the individual has a relationship akin to a family relationship for which such person provides financial support.

### Article 57 Judicial bodies

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1. The Judicial Bodies of FFTL are:
  - a. The Disciplinary & Ethics Committee
  - b. The Appeal Committee;
2. The judicial bodies are to be composed in such a way that the members, together, have the knowledge, abilities and specialist experience that is necessary for the due completion of their tasks and duties. The chairpersons and deputy chairpersons of the judicial bodies shall be qualified to practise law.
3. All members of the judicial bodies (including the chairpersons and the deputy chairpersons) shall undergo an integrity check prior to their election or re-election which shall be conducted by the Audit and Compliance Unit.
4. The term of office of all members shall be four (4) years. The members may be re-elected or relieved of their duties at any time, although they may only be relieved of their duties by the Congress.
5. The chairpersons, deputy chairpersons and other members of the judicial bodies shall be elected by the Congress upon proposal of the Executive Committee and shall not be members of any other body of FFTL.
6. The chairpersons and deputy chairpersons of the judicial bodies shall fulfil the independence criteria that are stipulated in art. 54 of these Statutes.
7. If the chairperson, the deputy chairperson or a member of a judicial body permanently ceases to perform his official function during his term of office, the Executive Committee shall appoint a replacement to serve until the next Congress, in which the Congress shall appoint a new member of the respective judicial body for the remaining period.

### Article 58 Disciplinary & Ethics Committee

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1. The Disciplinary & Ethics Committee shall consist of a chairperson, deputy chairperson and the number of members deemed necessary. The chairperson and the deputy chairperson shall have legal qualifications.
2. The disciplinary & ethics committee shall be governed by the Disciplinary & Ethics Code of FFTL. They shall pass decisions only when at least three members are present. In certain cases, the chairperson may rule alone in accordance with the Disciplinary & Ethics Code of FFTL.
3. The disciplinary bodies may pronounce the sanctions described in these Statutes and the Disciplinary & Ethics Code of FFTL on Members, Officials, Players, Clubs and match and player's agents.

4. These provisions do not affect the powers of the Congress and the Executive Committee with regard to the suspension and expulsion of Members.
5. The composition, responsibilities and functions of the disciplinary & ethics committee shall be stipulated in the Disciplinary & Ethics Code of FFTL to be adopted by the Executive Committee, which shall comply with the FIFA Disciplinary Code

### **Article 59 Appeal Committee**

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1. The function of the Appeal Committee shall be governed by the Disciplinary and Ethics Code of FFTL.
2. The Appeal Committee is responsible for hearing appeals against decisions from the Disciplinary and Ethics Committee that are not declared final by the relevant regulations of FFTL.
3. Decisions pronounced by the Appeal Committee may only be referred to CAS, which shall settle the dispute definitively to the exclusion of any ordinary court, unless expressly prohibited by the legislation in Timor-Leste.

### **Article 60 Electoral Committees**

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1. The Electoral Committees are the bodies in charge of organising and supervising the election process in accordance with the Electoral Code of FFTL. The electoral committees consist of the Electoral Committee (the first instance body) and the Election Appeal Committee (the second instance body).
2. The Electoral Committee shall consist of a chairperson, deputy chairperson and the number of members deemed necessary. The chairperson and the deputy chairperson shall have legal qualifications.
3. The chairpersons, deputy chairpersons and other members of the Electoral Committees shall be elected by the Congress upon proposal of the Executive Committee and shall not be members of any other body of FFTL. The election of the members of the Electoral Committees shall not take place at the same Congress of the elections of the members of the Executive Committee. The members of the Electoral Committees will be elected for four (4) years.
4. The Congress shall elect the members of the electoral committees to supervise the elections and ensure the application of the democratic principles such as separation of powers and transparency. Free election should be granted and any external political interference in any election is a violation of the principles of democracy.
5. The composition and function of the electoral committees shall be governed by the Electoral Code of FFTL. The Executive Committee of FFTL shall draw up an electoral code to regulate the election proceedings in accordance with the FIFA Electoral Code.
6. The members of the Electoral Committee shall act in good faith at all times and observe the utmost impartiality when carrying out their duties.

### **Article 61 Audit and Compliance Unit**

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1. The Audit and Compliance Officer shall be in charge of the Audit and Compliance Unit. The Audit and Compliance Officer shall be knowledgeable and experienced in financial and/or regulatory and legal matters and may not be involved in any decision affecting the operations of FFTL.

2. The Audit and Compliance Officer shall advise, assist and oversee the Executive Committee in monitoring FFTL's financial and compliance matters, set up compliance mechanisms and monitor compliance with the relevant regulations of FFTL. He/she shall also supervise the general secretariat in financial and compliance issues. The Audit and Compliance Officer shall ensure the completeness and reliability of the financial accounting and review the consolidated financial statements and the independent and external auditor's report. The Audit and Compliance Officer shall furthermore monitor FFTL's financial and compliance matters and suggest to the appropriate bodies any action that he/she deems necessary as a result of such monitoring. The Audit and Compliance Officer shall, with the assistance of the general secretariat, implement a compliance programme within FFTL.
3. Details on the Audit and Compliance Unit's responsibilities, its internal cooperation and other procedural matters are stipulated in the Internal Organisation Regulations of FFTL.
4. The Audit and Compliance Officer shall be elected by the Congress for a period of four (4) years and may only be relieved of his/her duties by the Congress. He/She shall not belong to any other body of FFTL and shall fulfil the independence requirements contained in art.57.
5. If the Audit and Compliance Officer permanently ceases to perform his/her official function during his/her term of office, the Executive Committee shall appoint a replacement to serve until the next Congress.

## **Article 62 Disciplinary measures**

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1. For the natural and legal persons
  - a) A warning;
  - b) A reprimand;
  - c) A fine;
  - d) The return of awards;
2. For natural persons:
  - a) A caution;
  - b) An expulsion;
  - c) A match suspension;
  - d) A ban from the dressing rooms and/or the substitutes' bench;
  - e) A ban from entering a stadium;
  - f) A ban on taking part in any football-related activity.
3. For legal persons:
  - a) a transfer ban;
  - b) playing a match without spectators;
  - c) playing a match on neutral territory;
  - d) a ban on playing in a particular stadium;
  - e) annulment of the result of the match;
  - f) exclusion from a competition;
  - g) a defeat by forfeit;
  - h) deduction of points;
  - i) demotion to a lower division.

## **Article 63 Arbitration**

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1. Disputes within FFTL or disputes affecting Members of FFTL, leagues, members of leagues, clubs, members of clubs, players and officials may only be referred in the last instance (i.e. after exhaustion of all internal channels within FFTL) to CAS, which shall settle the dispute definitively to the exclusion of any ordinary court, unless expressly prohibited by the legislation of Timor-Leste.
2. Disputes of international dimension arising from or related to the Statutes, regulations, directives and decisions of FIFA or AFC may only be submitted in the last instance to CAS as specified in the Statutes of FIFA and of AFC.

## **Article 64 Jurisdiction**

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1. FFTL, its Members, Players, Officials and match and player's agents will not take any dispute to ordinary courts unless specifically provided for in this Statutes and FIFA regulations. Any disagreement shall be submitted to the jurisdiction of FIFA, AFC or FFTL.
2. FFTL shall have jurisdiction on internal national disputes, i.e. disputes between parties belonging to FFTL. FIFA and/or AFC shall have jurisdiction on international disputes, i.e. disputes between parties belonging to different Associations and/or Confederations.

## **Article 65 Court of Arbitration for Sport (CAS)**

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1. In accordance with the respective articles of the FIFA Statutes, any appeal against a final and binding FIFA decision shall be heard by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland. CAS shall not, however, hear appeals on violations of the Laws of the Game, suspensions of up to four matches or up to three months, or decisions passed by an independent and duly constituted Arbitration Tribunal of an Association or Confederation.
2. FFTL shall ensure its full compliance and that of its members, players, Officials and match and player's agents with any final decision passed by a FIFA body or CAS.

### Article 66 Financial period

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1. The financial period of FFTL shall be one year and shall begin on 1 January and end on 31 December.
2. The revenue and expenses of FFTL shall be managed so that they balance out over the financial period. FFTL's major duties in the future shall be guaranteed through the creation of reserves.
3. The General Secretary is responsible for drawing up the annual consolidated accounts of FFTL with its subsidiaries as at 31 December.

### Article 67 Revenue

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The revenue of arises specifically from:

- a. Members annual subscriptions;
- b. Receipts generated by the marketing of rights to which FFTL is entitled;
- c. Fines imposed by the authorized bodies;
- d. Other subscriptions and receipts in keeping with the objectives pursued by FFTL.

### Article 68 Expenses

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FFTL bears:

- a. The expenses stipulated in the budget;
- b. Other expenses approved by the Congress and expenses that the Executive Committee is entitled to incur within the scope of its authority;
- c. All other expenses in keeping with the objectives pursued by FFTL.

### Article 69 Independent and external auditors

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The independent and external auditors appointed by the Congress shall audit the accounts approved by Finance Committee in accordance with the appropriate principles of accounting and present a report to the Congress. The auditors shall be appointed for a period of four (4) years. This mandate may be renewed.

### Article 70 Membership subscriptions

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1. Membership subscriptions are due on 1 January. The annual subscription for new members for the year in question shall be paid within thirty (30) days of the close of the Congress at which are admitted.
2. The Congress shall fix the amount of the annual subscription every two (2) years on the recommendation of Executive Committee. It shall be the same for every Member and amount to no more than \$100.00 (one hundred US Dollars)

### Article 71 Settlement

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FFTL may debit any Member's assets and accounts to settle claims.

### Article 72 Levies

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FFTL may demand that a levy be paid by its Members for matches.

### Article 73 Competitions

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- 1 FFTL organizes and coordinates the following official competitions held within its territory:
  - a) The FFTL U-14 Festival of Sport (Boys and Girls)
  - b) The FFTL U-15 Championship (Boys and Girls)
  - c) The FFTL U-18 Championship (Boys and Girls)
  - d) The FFTL U-22 Championship
  - e) FFTL Women's Competitions (Liga Feto Timor)
  - f) FFTL Men's Competitions (Liga Timor Leste and Copa de Timor)
- 2 The Executive Committee may delegate to FFTL's subordinate Leagues the authority to organize competitions. The competitions organized by the Leagues shall not interface with those competitions organized by FFTL. Competitions organized by FFTL shall take priority.
- 3 The Executive Committee may issue special regulations to this end.

### Article 74 Club licensing

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The Executive Committee shall issue regulations regarding a club licensing system governing the participation of clubs in the competitions of FFTL and AFC, in compliance with the minimum requirements of the club licensing system as set up by AFC and FIFA.

### Article 75 Rights

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- 1 FFTL and its Members are the original owners of all of the rights emanating from competition and other events coming under their respective jurisdiction, without any restriction as to content, time, place and law. These rights include, among others, every kind of financial rights, audio-visual and radio recording, reproduction and broadcasting rights, multimedia rights, marketing and promotional rights and incorporeal right such as emblems and rights arising under copyright law.
2. The Executive Committee shall decide how and to what extent these rights are utilized and draw up special regulation to this end. The Executive Committee shall alone decide whether these rights shall be utilized exclusively, or jointly with a third party or entirely through a third party.

### Article 76 Authorization to distribute

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FFTL and its Members are exclusively responsible for authorizing the distribution of image and sound and other data carriers of football matches and events coming under their respective jurisdiction, without any restrictions as to content, time, place and technical and legal aspects.

### Article 77 International Matches and Competitions

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- 1 The authority for organizing international matches and competitions between representative teams and between Leagues and/or Club teams lies solely with FIFA, AFC and/or the association(s) concerned. No match or competition shall take place without the prior permission of the FIFA, AFC and/or the association(s) concerned in accordance with the FIFA regulations governing International Matches.
- 2 FFTL is bound to comply with the international match calendar compiled by FIFA

### Article 78 Contacts

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FFTL, its Members, players, officials, licensed match agents and intermediaries shall not play matches or make sporting contacts with Associations that are not members of FIFA or with provisional members of a Confederation without the approval of FIFA.

### Article 79 Approval

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Clubs, Leagues or any other group of Clubs that are affiliated to FFTL cannot belong to another Association or participate in competitions on the territory of another Association without the authorization of FFTL and the other Association, AFC and FIFA.

## VIII FINAL PROVISIONS

### Article 80 Unforeseen Contingencies and Force Majeure

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The Executive Committee shall have the final decision on any matters not provided for in the Statutes or in cases of force majeure.

### Article 81 Publication of corporate documents

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FFTL shall make available on its official website the following documents and information:

- a) Statutes and Standing Orders of the Congress;
- b) Electoral Code;
- c) Disciplinary and Ethics Code;
- d) Internal Organisation Regulations;
- e) most important/key decisions;
- f) its strategy;
- g) agenda for Executive Committee and Congress meetings;
- h) circular letters;

### Article 82 Dissolution

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- 1 Any decision relating to the dissolution of FFTL requires a majority of two-thirds (2/3) of all of the Members of FFTL, which must be obtained at a Congress specially convened for the purpose.
- 2 If FFTL is disbanded, its assets shall be transferred to FIFA. It shall hold these assets in trust as “bonus pater familiar” until FFTL are re-established. The final Congress may, however, choose another recipient for the assets on the basis of a two-thirds (2/3) majority.

### Article 83 Enforcement

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These Statutes were adopted at the “FFTL Congress” on 24 July 2021 and shall come into force immediately. The former FFTL Statutes are hereby repealed.

### Article 84 Transitional provisions

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The existing Members of the FFTL, shall be granted a period of twelve (12) months, as from the adoption of these Statutes, to comply with the mandatory requirements stipulated in art. 11 par. 2, as well as art. 13 of these Statutes. Any Member which does not comply with all of these requirements within the aforementioned time frame, shall automatically lose its right to vote at the Congress and the delegate(s) of the Member in question shall not be taken into account when establishing the quorum. The Member in question shall only regain its right to vote at the Congress once it has fully complied with its obligations as mentioned in this paragraph.

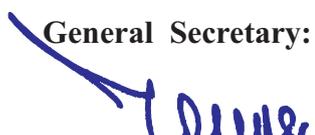
Dili, 24 July 2021

On behalf of FFTL Congress 2021:

President:

  
  
Francisco M.C.P. Jeronimo

General Secretary:

  
Nelyo Isaac Sarmento

# Standing Orders of the Congress of Federação Futebol de Timor-Leste

## 2021 Edition

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## DEFINITIONS

Whenever relevant, the terminology used in these Standing Orders shall refer to the terms defined in the Definitions section of the Statutes of FFTL.

NB: Terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

## **Article 1 Representation and participation in the Congress**

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1. Members of FFTL shall be represented at the Congress by the delegates as mentioned under art. 26 of the Statutes of FFTL.
2. The names of the delegates shall be submitted to the general secretariat before the opening of the Congress.
3. FFTL shall bear the costs of travel and accommodation for the delegates of the Members taking part in the Congress. The Executive Committee shall issue appropriate directives in this connection.

## **Article 2 Chairperson**

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1. The President of FFTL shall chair the Congress. If the President is unable to attend, the vice-president shall deputise and in his absence, another member of the Executive Committee.
2. The chairperson shall ensure that the Congress is conducted in strict compliance with these Standing Orders, open and close the Congress and debates, and, unless the Congress decides otherwise, grant delegates permission to speak and conduct all discussions.
3. The chairperson shall be responsible for maintaining order during debates. He/she may take the following action against any delegate who disturbs the debates:
  - a) a call to order;
  - b) a reprimand;
  - c) the exclusion from the Congress.
4. If an appeal is made against such action, the Congress shall decide immediately without debate.

## **Article 3 Scrutineers**

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At the beginning of the meeting, the Congress shall appoint an adequate number of scrutineers to count the votes and to assist the General Secretary in distributing and counting voting papers issued for the elections.

## **Article 4 Debates**

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1. Debates on each item on the agenda shall be preceded by a short report or introduction:
  - a) by the chairperson or a member of the Executive Committee designated for this purpose;
  - b) by a representative of the committee designated by the Executive Committee to give such a report or introduction;
  - c) by a delegate of the Member that requested the item to be included in the agenda.
2. The chairperson then opens the debate.

## **Article 5 Speaker**

---

1. Permission to speak is granted in the order in which it is requested. A speaker may not begin speaking until he/she has obtained permission to do so
2. A speaker may not speak for a second time on the same item until all other delegates who have requested permission to speak have spoken.
3. The chairperson may set a time limit for speakers.

## **Article 6 Proposals during the Congress**

---

1. All proposals submitted during the Congress shall be made in writing. Proposals which are not relevant to the subject under discussion shall not be admitted to the debate.
2. Any amendment to such initial proposals shall be drawn up in writing and passed to the chairperson before being put to the debate.

## **Article 7 Procedural motions and closing of debates**

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1. If a procedural motion is made, discussion on the main question shall be suspended until a vote has been taken on the motion.
2. If a motion is made to close the discussion, it shall immediately be put to the vote without debate. If the motion is approved, permission to speak shall only be granted to those Members who asked to speak before the vote was taken.
3. The chairperson shall close the discussion unless the Congress decides otherwise by a majority (more than 50%) of the valid votes cast.

## **Article 8 Votes**

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1. A decision that requires a vote shall be reached by a show of hands, unless decided otherwise by the Congress.
2. Before each vote, the chairperson, or the person designated by him, shall read the text of the proposal aloud and explain the voting procedure (quorum) to the Congress. If an objection is raised, the Congress shall decide immediately.
3. Votes may be taken by roll call if requested by at least three (3) delegates representing the Members present and eligible to vote.
4. No one shall be compelled to vote.
5. Proposals made during the Congress shall be put to the vote in the order in which they are submitted. If there are more than two main proposals, they shall be put to the vote in succession and the delegates may not vote for more than one of the proposals.
6. Alterations to amendments shall be put to the vote before the amendments proper, and amendments before the main proposal.
7. Proposals without a vote against are regarded as having been accepted by the Congress.
8. The chairperson shall check the result of the vote and announce it to the Congress.
9. No one is permitted to speak during the vote and until after the result has been announced.

## Article 9 Elections

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Elections and the electoral process within FFTL shall be conducted according to the relevant provisions of the Statutes and Electoral Code of FFTL.

## Article 10 Enforcement

---

These Standing Orders were adopted at the FFTL Congress in 2021 on 24 July 2021 and come into force immediately.

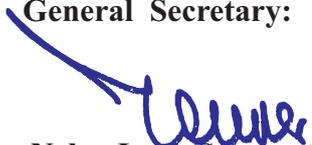
Dili, 24 July 2021

**President:**


**Francisco M.C.P. Jerónimo**

**General Secretary:**

  
**Nelyo Isaac Sarmento**

## **ANNEXE B – QUESTIONNAIRE FOR INTEGRITY CHECKS**

### **PART 1: GENERAL PROVISIONS**

1. The integrity checks with regard to candidates for, and holders of, official positions within FFTL that are subject to such checks (“candidates or holders”) shall be conducted by the relevant body in accordance with the provisions of these Statutes and this annexe.
2. Candidates or holders are obliged to comply with the screening and self-disclosure process as outlined in parts 2 and 3 below. Prior to the screening process, every candidate or holder shall give his/her written consent to said process through a form provided by the relevant body conducting the integrity check. If such written consent is not provided, the candidate or holder shall be deemed not to have passed the integrity check.
3. Candidates or holders shall act in good faith at all times and shall fully collaborate to establish the relevant facts upon reasonable notice. If the candidate or holder concerned does not cooperate with the body competent to conduct the integrity check, the candidate or holder shall be deemed not to have passed the integrity check.
4. The candidate or holder shall be deemed not to have passed the integrity check, if he/she:
  - a) has been subject to criminal convictions or disciplinary sanctions by a state court, in particular if the offence in question was a substantive issue and not a minor infraction or procedural misconduct;
  - b) has been found guilty and/or sentenced by the FIFA Ethics Committee or any other sporting body with a sanction that would seriously put into question the discharge of the office concerned.
5. Subject to the relevant provisions regarding disclosure and forwarding of the information and related data obtained in the context of integrity checks in accordance with this annexe, all such information and related data must be treated as strictly confidential by the body conducting the integrity check concerned.

## PART 2: SCREENING PROCESS

1. At the beginning of the screening process, every candidate or holder shall undergo an identification check (“ID check”). In this context, the candidate or holder shall submit a valid copy of his/her passport to the body in charge of performing the integrity check. The ID check shall include verification/identification of the following elements:
  - a) name (s) and surname(s);
  - b) address of residence;
  - c) date and place of birth;
  - d) nationality/nationalities
2. Every candidate or holder shall complete the questionnaire contained in part 3 below.
3. The body in charge of performing the integrity check may conduct independent research and/or investigations in order to obtain further relevant information on a particular candidate or holder, which may include information on intermediaries and related parties, mandates, potential conflicts of interest and significant participations as well as civil and criminal proceedings/investigations.

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### PART 3: QUESTIONNAIRE

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|                            |  |
|----------------------------|--|
| First name(s):             |  |
| Surname (s):               |  |
| Address of residence:      |  |
| Date and place of birth:   |  |
| Nationality/nationalities: |  |
| Profession:                |  |

1. Have you previously been convicted by a final decision of any intentional indictable offence or of any offence corresponding to a violation of the rules of conduct set out in part II section 5 of the FIFA Code of Ethics?  
No  Yes   
If yes, please specify:
2. Has a sport governing body ever imposed any disciplinary or similar sanction or measure on you in the past for actions which amount to a violation of the rules of conduct set out in part II section 5 of the FIFA Code of Ethics?  
No  Yes   
If yes, please specify:
3. Are you the subject of any pending civil, criminal or disciplinary proceedings or investigations?  
No  Yes   
if yes, please specify:
4. I am fully aware that I am subject to the provisions of the Disciplinary and Ethics Code of the FFTL and to the provisions of the Statutes and other regulations of the FFTL that may address integrity issues, and I fully comply with such provisions.
5. I currently hold the following positions in football:
6. He/She following facts and circumstances may give rise to potential conflicts of interest regarding me (cf. in particular art. 23 par. 9 of these Statutes):
7. Remarks and observations which may be of potential relevance in the context of the integrity check:
8. I am fully aware and agree that this questionnaire is made available to the members of the appropriate body of the FFTL.
9. I am fully aware and confirm that I must notify the body conducting the integrity check of any relevant facts and circumstances arising after the integrity check has been completed.
10. I am fully aware and confirm that I am obliged to collaborate fully to establish the relevant facts with regard to the integrity check to which I am subject. In particular, I will comply with requests for any documents, information or any other material of any nature held by me. In addition, I will comply with the procurement and provision of documents, information or any other material of any nature not held by me but which I am entitled to obtain.
11. I am fully aware and confirm that the body conducting the integrity check may also request information on possible sanctions (questions 1 and 2 above) directly from FIFA or the relevant confederation as well as from other institutions such as the Court of Arbitration for Sport in Lausanne, Switzerland, or the International Olympic Committee. In this regard, I hereby release the relevant institutions from any obligation of confidentiality relating to the information concerned.
12. I am fully aware and confirm that the body conducting the integrity check may collect further information on me in accordance with part 2 par. 3 of this annexe.

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(Place and date)

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(Signature)