



PORTUGUESE FOOTBALL COACHES ASSOCIATION

STATUTES

CHAPTER I

Name, Scope and Headquarters

Article 1

The Portuguese Football Coaches Association, hereinafter referred to as Trade Union, is an association dedicated to the Portuguese coaches and other coaches who work in Portugal and choose to associate themselves with this entity.

Article 2

The Portuguese Football Coaches Association operates throughout the mainland and also in the Autonomous Regions of Madeira and the Azores.

Article 3

The Trade Union headquarters are located in Porto.

Article 4

The Trade Union may, by simple deliberation of the Board, create delegations, nuclei, or other forms of representation to achieve its goals.

CHAPTER II

Core Principles

Article 5

The Trade Union acts within the principles of unity and democracy among all workers, by promoting a free, independent and welcoming organization.

Article 6

1- The Trade Union conducts its activities with full independence concerning employers, the State, political parties, religious institutions or any non-union entities.

2- Activities related to political parties or confessional nature are considered incompatible with the Board members duties;

3 - Trade Union democracy regulates the entire organization. Therefore, its exercise is a right and duty of all members, especially in regards to election and dismissal of its Board members and by promoting free discussion of all Trade Union issues.

4 - The Trade Union will accept all workers who are Football Coaches regardless of their political opinions, philosophical ideas or religious beliefs.

CHAPTER III

Purposes and competences

Article 7

The Trade Union aims to:

- a) Defend and promote by all means the individual and collective interests of its members;
- b) Support solidarity among all its members by developing their Trade Union awareness;
- c) Examine all the issues which concerns the members and to look for solutions;
- d) Promote and organize actions that seek to meet the fair demands expressed by collective will, or that will affect in any way the Trade Union or its members.

Article 8

The Trade Union shall be responsible for:

- (a) Give its assent if it concerns its sphere of competence, when requested to do so by official bodies or other Trade Union organizations;

- b) Oversee and demand labour laws enforcement;
- c) Mediate in disciplinary proceedings against members by employers, federations, associations or any other entities, in all cases;
- d) Provide legal or other essential assistance to members in conflicts resulting from their workplace;
- e) Manage and administer, in collaboration with other Trade Unions, social institutions;
- f) Fight for member's full employment;
- g) Protect affiliates interests before the State and other State agencies;
- h) Mediate with full legitimacy in training, retraining and legal actions regarding football coaches;
- i) Be a direct and legitimately recognized partner in the discussion of legislative measures, as well as all initiatives of interest to the particular class of coaches and to the Portuguese football in general.
- j) Propose, negotiate and grant, freely, collective labour agreements or any protocols or instruments of collective labour by-law.

Article 9

To achieve its purposes, the Trade Union shall:

- a) Encourage collective discussion on matters of general interest for the class it represents;
- b) Increase marketing activity in order to strengthen workers organization and expanding its influence and the Trade Union movement;
- c) Create and strengthen the Trade Union structure in order to ensure a close and continuous liaison of all members, in particular by promoting the creation of delegations, nuclei or any other forms of representation;
- d) Provide information that concerns affiliates interests;
- e) Promote and participate in initiatives aimed at professional union formation and the social and cultural promotion of members;
- f) Ensuring a sound management of its funds;
- g) Ensure that all members have the right to a job;
- h) Assure by all means within its reach, the ethical defence of the football coach career and guarantee respect for ethical principles in this class.

CHAPTER IV Members

Article 10

- 1 - Football coaches who are currently working, or those who are duly qualified, have the right to join this Trade Union.
- 2- Football Coaches who have completed level 1 course or have obtained equivalence, are considered qualified to work as a coach.

Article 11

- 1- The membership submission must be addressed to the Board on a proposal provided for this purpose by this Trade Union.
- 2- Approving or refusing a membership is the responsibility of the Board, which shall assess the membership submission in the first meeting that takes place after receiving the application. The decision can be appealed, within a period of five days from the date on which the decision is made.
- 3 – The proponent can appeal by making use of its full rights.

Article 12

Membership rights:

- a) Elect and be elected to the Board or to any of the Trade Union bodies, under the conditions set forth in these statutes;
- b) Participate in the life of this Trade Union, namely in the General Assemblies meetings by requesting, presenting, discussing and voting the motions and proposals that it deems appropriate;
- c) Benefit from services provided by the Trade Union or by any institutions and associations affiliated with this Trade Union, in accordance with the statutes;
- d) Benefit from the action taken by the Trade Union in defence of the professional, economic and cultural interests of the whole class or its specific interests;
- e) Inform and be regularly informed about the Trade Union activity;
- f) Ask the fiscal board for information on all matters within its jurisdiction. Confidential documents can only be examined with the Board authorization, after receiving a written request of said member.

Article 13

Members Duties:

- a) Complying with and enforcing the statutes;
- b) Participate in Trade Union activities, namely congresses, assemblies or working groups and performing the roles for which it was elected or appointed, except for duly justified reasons;
- c) Complying and enforcing deliberations and decisions made democratically and in accordance with the statutes by the General Assembly, Congress and governing bodies;
- d) Act in solidarity, in all circumstances to defend the collective interests;
- e) Strengthen Trade Union activity, contributing in particular to a more effective alliance and class awareness;
- f) Using every possible advertising method to disclose the Trade Union's ideas and objectives, in order to increase its influence;
- g) Disclose publications made by the Trade Union;
- h) Pay the contribution as determined in these statutes;
- i) Notify within a maximum of 15 days, if there is an address or place of work change or any other adjustment that could be in the interests of this Trade Union;
- j) Fulfil all obligations legally established to work as a profession football coach.

Article 14

- 1- All members are required to pay a semi-annual membership fee, paid in one instalment at the beginning of each semester.
- 2- If the member is currently working as a coach, in addition to the fee referred to in paragraph 1, it will be required to also pay a monthly quota.
- 3- The fee and quote amount referred to in the preceding paragraphs shall be defined in the internal regulations approved at the General Meeting.

Article 15

- 1 – Members who are unable to pay due to sickness, military service or unemployment will be exempt from paying quotas.
- 2- Members who are 60 years or older and not working as a coach are exempt from the above mentioned payments.

Article 16

Membership is terminated if:

- (a) The member withdraw voluntarily, by writing a notice to the Board, without prejudice to the Trade Union demanding payment of the contribution for the three months following the notification;
- b) Have been punished with a penalty of expulsion.

Article 17

Members may be readmitted under the terms and conditions set forth for admittance. In this situation there will always be a payment of 12 months of contribution whenever the duration of the suspension is over one year.

CHAPTER V Honorary Members

Article 18

Football coaches who by their present or past have contributed to the class ennoblement may, upon deliberation of the Congress or of the General Assembly, under a proposal from the Board, be awarded the honorary degree.

§ - Can be attributed posthumously.

CHAPTER VI Disciplinary System

Article 19

The following penalties may be applied to members:

- a) Reprimand;

- b) Suspension;
- c) Expulsion.

Article 20

Members who unjustifiably fail to comply with the duties provided in Article 13 (a), (b), (c), (h) and (l) shall be subject to the sanction of reprimand.

Article 21

Suspension and expulsion, depending on the gravity of the offense, shall include members who:

- a) Re-occur in the infringement foreseen in the previous article;
- b) Do not comply with the decisions and resolutions of the general assembly and / or congress;
- c) Perform acts detrimental to the interests and rights of the Trade Union and members.

Article 22

No penalty shall be enforced without grating the right of defence.

Article 23

1- The disciplinary procedure shall be written within a maximum period of 30 days from the date on which the act ensued or in which the board took notice. The procedure begins with the presentation of the notice of fault, containing the description the facts imputed to the associate.

2- The member will present his defence within 20 days after receiving the notice of fault, and may request the necessary steps to expose the truth and present witnesses.

3- The decision shall be taken within a period of 30 days, counting from the presentation of the defence.

Article 24

1- The disciplinary power will be exercised by the board, which can delegate to a committee of inquiry.

2- The board decision may be appealed within 20 days to the General Assembly, which shall make the final decision. The appeal shall be considered at the first ordinary meeting.

CHAPTER VII Governing bodies

Article 25

1 - The organs of the Trade Union are:

- a) Congress;
- b) General Assembly;
- c) Board;
- d) Fiscal Council;
- e) Advisory Board.

2 - The governing bodies of the Trade Union are:

- a) General Assembly;
- b) Board;
- c) Fiscal Council.

Article 26

The members of the governing bodies are elected by the congress among the members of the Trade Union, in full enjoyment of their Trade Union rights.

Article 27

The term of office of the governing bodies is three years and can be re-elected for one or more times.

Article 28

1- The members of the Board may be remunerated, in accordance with a decision to be taken by the Board and with a favourable opinion of the Fiscal Council.

2- The Trade Union board may appoint one or more of its members to perform remunerated duties.

3- The duties of the remaining positions are unpaid.

Article 29

1 - Governing bodies may be dismissed by an extraordinary general meeting that has been expressly called for that purpose, provided that at least three-fourths of the total number of members is present to vote.

2- In the case provided for in paragraph 1, extraordinary elections shall be held for the destitute members, within a maximum period of 90 days.

Congress and General Assembly

Article 30

The Congress comprises all affiliates in the full enjoyment of their associative and union rights.

Article 31

1- The Congress is the steering body of the National Association of Football Coaches.

2- The Congress is the board of the General Assembly.

Article 32

1- The congress shall be held ordinarily at the end of each three-year term.

2- The congress shall meet extraordinarily, if there is a summon made by the chairman of the General Assembly, in the following instances:

a) Resignation or dismissal of the Board;

b) Requested by the Board;

c) Requested by at least 10% of the total number of members, or by a proposal arranged by the General Assembly.

3 – Congress notice is made by the president of the General Assembly, or if prevented to do so, the Vice President through a single notice can appoint a time, place and object. This summon must be published in two of the most read sports newspapers at national level - one from the headquarters area, or announced by letters addressed to all members, at least with 60 days in advance.

4- Extraordinary non-elective congresses may be called with at least 30 days in advance.

Article 33

The organizing committee of the congress comprises:

a) Chairman of the Board of the General Assembly;

b) Chairman of the Board;

c) Five members of the Board;

d) One representative of each nucleus.

Article 34

Decisions approved at the congress cannot be appealed.

Article 35

Congress shall pronounce in the following instances:

a) Approval of Operation Procedures;

b) Election of the Trade Union governing bodies for the following triennium;

c) Matters previously scheduled that takes into account the guidelines for the Class;

d) Analysis of the action developed since last congress;

e) Exceptional external relations measures, both nationally and internationally.

Article 36

1- The general assembly is constituted by all associates in the full enjoyment of their Trade Union rights.

2. Particular obligations of this General Assembly:

a) Make decisions on the dismissal of the governing bodies;

b) Assess and deliberate annually on the accounts report of the Board, and fiscal council opinion;

c) Consider and deliberate on the general budget proposed by the Board;

d) Decide about the statutes amendment;

e) Authorize the Board to take out loans and to purchase, dispose or encumber real states;

f) Should have the final say in conflicts between the bodies of the Trade Union or between them and the affiliates. It can elect committee of inquiry to assess the cases to enable the general assembly to decide consciously;

g) Assess and deliberate on the appeals filed as a consequence of Board decisions;

- h) Assess dissolution of the Trade Union and the form of liquidation of its assets;
- i) Evaluate the incorporation and arrangement of the Trade Unions;
- j) Appoint, after a dismissal of the governing bodies, a temporary committee to manage the Trade Union until the Congress is held;
- k) Approve regulations set forth in these statutes;
- l) Grant the status of honorary member;
- m) Determine the acceptance of membership of national or foreign Trade Unions or organizations.

Article 37

The General Assembly shall meet in an annual session, until 31 March; to carry out the duties provided for in Article 36 (b) and (c).

Article 38

1. The Assembly shall meet in extraordinary session:
 - a) Whenever the chairman of the General Assembly deems it necessary;
 - b) As a request of the Board;
 - c) At the request of at least one tenth of the members. The number of signatures may not exceed than 200;
- 2- Geral meetings shall be requested in writing to the chairman of the General Assembly, which must include an agenda proposal.
- 3 - In the cases provided for in paragraph 1, the president shall call the general meeting within a maximum period of 30 days after the request, except where justified for a maximum period of 60 days.

Article 39

- 1- The calling for a general meeting shall be made by the chairman of the Board or, or if prevented to do so, by the Vice-president through a single notice can appoint a time, place and object. This summon must be published in two of the most read sports newspapers at national level - one from the headquarters area, or announced by letters addressed to all members with a minimum advance of eight days.
2. In cases where meetings are called for the purposes set forth in sub-paragraphs d), (e), (h) and (j) of Article 36 (2), the minimum time limit for publication of the call notice or registered letters shall be 15 days.
- 3- Meetings of the General Assembly for the purpose provided for in article 36, paragraph a), shall be convened at least 30 days in advance.

Article 40

Unless stated otherwise, the meetings of the General Meeting will start at the appointed time, in the first call, with the presence of at least half of its members and in the second call thirty minutes later, with any number of members.

Article 41

Extraordinary meetings required by members in accordance with Article 38 (c) shall not take place without at least two thirds of the number of applicants, and a single call shall be made at the beginning of the meeting at the beginning of the meeting.

Article 42

Unless expressly otherwise, decisions shall be taken by simple majority of votes.

Article 43

- 1- The General Assembly is constituted by a president, a vice-president and two secretaries.
- 2- In his absence, the president will be replaced by the vice-president.
- 3- In the absence of any member of the Board, the General Assembly may elect the elements that will ensure its operation.

Article 44

President duties:

- a) Summon meetings of the General Assembly under the statutory terms;
- b) Install new governing bodies within eight days after the election;
- c) Notify the General Assembly of any irregularities;
- d) Sign terms of opening and closing and the initial sheets of minutes;

- e) Attend meetings of the Board, without voting rights;
- f) To assume the presidency of the organizing committee, the commission of inspection and the table of the congress.

Article 45

Secretaries' duties:

- a) Prepare, issue and publish convening notice;
- b) Prepare the file relating to the meeting of the general meeting;
- c) Write minutes;
- d) Inform the members about deliberations made on the General Meeting;
- e) Assist the chairman of the Board to the effective conduct of work during the General Meeting;
- (f) Attend Board meetings without voting rights;
- g) Take on the chairmanship of the General Assembly Board in the absence of the President and Vice – President.

BOARD

Article 46

The Trade Union Board consists of 15 members among the members of this entity.

Article 47

At the first Board meeting, the President and elected members shall define their roles and shall elect a five-member executive.

Article 48

Board duties:

- a) Represent the Trade Union in and outside of a court;
- b) Admit and reject submissions for membership;
- c) Manage and coordinate the activity of the Trade Union, in accordance with the principles defined in these statutes;
- d) Prepare and present to the General Assembly the report and accounts of the Board, as well as the budget for the following year, until March 31 of each year, accompanied by the opinion of the fiscal council, which should be made available to the members in advance within 15 days after the meeting;
- e) Manage assets and funds;
- f) Draw up the assets inventor, which will be discussed and signed when the new Board is in place;
- g) Submit to the assessment of the General Assembly with regard to matters within its competence;
- h) Request the chairman of the Board of the General Assembly to convene general meetings, or extraordinary congresses, whenever he deems it convenient;
- i) Prepare the necessary internal for the good service performance of the services provided by the Trade Union;
- j) Hire, suspend and dismiss employees of the Trade Union, as well as to determine their remuneration under the laws in force;
- k) Be part of the congress organizing committee and be represented at the conference board;
- l) Approve the regulation of its operation;
- m) Make proposals about member's remuneration, in accordance with the terms of article 28.

Article 49

1. The board shall meet at least once a month and its decisions shall be taken by simple majority of votes of all its members. There must be a minute for each meeting.
- 2- In case of a tie, the president has a casting vote.

Article 50

- 1- Board members are jointly liable for acts performed in their mandate.
- 2- Exempt from this responsibility:
 - a) Board members who were not at the session in which the resolution was taken, provided that in a subsequent session and after reading the minutes of the previous session, they manifest themselves against the decision taken in their absence;
 - b) Board members who have expressly voted against this resolution.

Article 51

1- In order for the Trade Union to be bound, the respective documents must be signed by at least three members of the board.

2 - The Board may appoint a representative for specific acts, and for this purpose it must established with full precision the scope of the conferred powers.

FISCAL COUNCIL

Article 52

The fiscal council consists of five members, one being a President, one Vice-President, two Secretaries and one rapporteur.

Article 53

Fiscal Council duties:

- a) Examine quarterly, the Trade Union accounting;
- b) Give an opinion on the report and accounts presented by the Board, as well as on the budget;
- c) Prepare minutes of its meetings;
- d) Attend Board meetings, whenever it deems it convenient, without voting rights;
- e) Give suggestions that it deems of interest;
- f) Give an opinion on remuneration proposals submitted by the Board in accordance with the provisions of article 28 of these statutes.

ADVISORY COUNCIL

Article 54

1- The Advisory Council shall be composed of members whose past or present has been of great significance for the class, who have been awarded as honorary members, or who have somehow distinguished themselves in the defence of the class prestige, through their position of Board chairman.

2- The advisory council shall include an element to be appointed by the Board.

3- The coaches that are part of the advisory council will, on Board proposal, always be ratified by the congress.

4- The Board Chairman of the General Assembly shall take place on the Advisory Board and chair this governing body.

Article 55

If requested by the Board, the Advisory Council can recommend:

- a) Names of coaches to represent the class in official bodies (federation, national or international associations, state bodies, etc.);
- b) Names of coaches for training, retraining and traineeship courses;
- c) Proposals for the award of prizes by the Portuguese Association of Football Coaches.

Article 56

The advisory council, as a support body, has no decision-making power.

CHAPTER VIII Revenues

Article 57

Trade Union source of income:

- a) membership dues and membership fees;
- b) Extraordinary income;
- c) Extraordinary contributions.

Article 58

Revenues will be used for:

- a) Payment of all expenses and charges resulting from the Trade Union activity;

b) Create a reserve fund, which will 10% of the balance of the outturn account of each financial year. It is designed to deal with unforeseen circumstances by the Board upon approval of the General Assembly.

Article 59

The balance of the Board accounts, after withdrawing the above-mentioned 10%, will be applied in the creation of a solidarity fund for class elements, which will be applied after a Board decision.

CHAPTER IX **Merger or Dissolution**

Article 60

The decision to merge and dissolving a Trade Union shall only take place by decision of the General Meeting, specifically convened for this purpose and provided that a majority of at least three-fourths of the total number of members are present.

Article 61

The General Meeting that decides the merger or dissolution shall define the terms, in which it will be managed, specifically the destination to be given to the current assets. For this purpose, a Winding-up Committee shall be appointed, which will study and carry out such decision.

CHAPTER X **Statutes Amendments**

Article 62

The current statutes can only be changed by members gathered in a General Meeting or in Congress.

Article 63

The deliberations will always be taken by a simple majority of votes of the present members.

CHAPTER XI **Elections**

Article 64

Governing bodies' members are elected in Congress by all affiliates who, at the time, are in full enjoyment of their Trade Union rights.

Article 65

Only members who are in full enjoyment of their Trade Union rights may be elected.

Article 66

1- The election process of Governing Bodies is the General Assembly, in particular concerning:

- a) Set a date;
- b) Summon the congress;
- c) Encourage the management of electoral rolls, and to ultimately assess complaints;
- d) Receive submissions and verify their legitimacy;
- e) Support the setting up of polling stations;
- f) Promote the preparation and distribution of ballot papers;
- g) Chair the electoral act.

Article 67

- 1) After being prepared, the electoral rolls must be displayed at the Trade Union headquarters within 15 days from the Congress convening.
- 2) If an Irregular registration or omission in the electoral rolls is identified, any member may complain to the General Assembly, within 10 days, and the latter must decide within 72 hours after receiving the complaint.

Article 68

- 1- Submitting applications consists in sending the following to the General Assembly:

- a) A list identifying the applicants and the Trade Union Governing Bodies to which each member is applying;
 - b) Individual or collective term of the submission approval;
 - (c) Program of action;
 - (d) Appointment of a representative to the supervisory committee.
- 2- Submission lists must be signed by at least 50 members in full enjoyment of their Trade Union rights.
 - 3- Candidates will be identified by the full and legible name, signature and affiliate number.
 - 4 - Applicants will be identified by the full and legible name, signature and affiliate number.
 - 5- Application lists will only be considered as long as they consider all the Governing Bodies to be elected.
 - 6 - Each candidate can only be a part of one list.
 - 7- The submission application lists must be made within 25 days after the date of summoning the congress.
 - 8 - The candidate for Board President is the first subscriber of the list and is also responsible for the application and must provide the General Assembly with the necessary elements to be quickly found. It is through this candidate that the Committee will communicate with other members of his list.

Article 69

- 1- The General Assembly shall verify the applications legitimacy within two days after the deadline to submit lists.
- 2- In order to avoid irregularities, all documentation will be returned to the person responsible for the list. The anomalies and the statutory breaches will be communicated in written, which shall amend them within two days after receiving the communication.
3. After the deadline referred in the preceding paragraph, the General Assembly shall decide, within 24 hours, the approval or final refusal of the applications.
- 4- Each list shall match a capital letter in alphabetical order of their delivery to the general meeting table.
- 5- The candidates list and the respective programmes of action shall be placed at the Trade Union headquarters as soon as it is accepted and until the election is held.

Article 70

- 1- A supervisory commission shall be established, presided over by the General Assembly chairman, or by its representative, and by a representative of each list.
- 2- Supervisory commission duties:
 - a) Manage the electoral process;
 - b) Provide a report of potential irregularities and hand it to the General Assembly;
 - c) Distribute, among the different lists, the use of the technical equipment of the Trade Union;
- 3- The supervisory commission shall begin its functions after the deadline referred to in paragraph 3 of the previous article.

Article 71

- 1- Electoral campaign begins after assigning the capital letters mentioned in no. 4 of article 69.
2. The campaign shall be freely orientated by the competing lists. However, lists are not allowed inside the Trade Union headquarters. The Board shall establish fixed locations to post the lists on equal terms.
- 3- The Trade Union shall support the costs of the electoral campaign of each list with an equal amount, set by the Board, or set in the approved budget, according to the financial resources of the Trade Union.

Article 72

- 1- Polling stations will be in place at the Congress.
- 2- Each list must certify an individual, who will be part of the polling station.
- 3- Polling stations shall be chaired by the Supervisory Commission chairman or his representative.

Article 73

- 1- The vote is secret and non-transferable.
- 2- Postal vote is not allowed.

Article 74

1- The ballot papers must be edited according to the Board and supervisory commission guidelines. It shall have a suitable size to place all the submitted lists and shall be printed on plain, non-transparent paper with no external mark or sign.

2 - Each ballot paper will have the capital letters followed by the lists, which are arranged horizontally below each other. The order is in accordance with paragraph 4 of article 69 of these statutes.

Article 75

1- The identification of voters will be made through the membership card, professional card, identity card, passport, or through written testimony of two duly identified members.

2- The voter shall go to the polling station located in the Assembly and shall only mark a cross on the respective box and then fold the ballot paper in four.

3 - Then, the voter shall deliver the ballot paper to the chairman of the Board, who will put the vote in the ballot box, while the secretaries will register the ballots on the electoral rolls.

4- A blank ballot shall be considered as abstention; if filled in different way described in paragraph 2, or otherwise rendered unusable, will be considered a spoilt vote.

Article 76

1 - As soon as the voting ends, the votes will be counted at each table and the minutes will be drawn up with the results, which shall be signed by those involved in this process of receiving and counting the votes.

2- After receiving the minutes, the Board of the General Assembly, under the oversight of the supervisory commission, shall proceed to the final accounts, drawing up the respective minutes.

3- The congress is responsible for making fast decisions on potential electoral conflicts, as well as for making the results announcement.

Article 77

1- The outgoing president of the General Assembly or his representative shall endow the elected members in Congress.

2 - Elected members who do not take office at the Congress shall do so within a maximum period of 30 days before the president of the General Assembly in office.

Article 78

The resolution of the cases not foreseen in these statutes and doubts raised will be the General assembly responsibility. Alternately, the Trade Union law shall be applied. _____
