

**THE CONSTITUTION OF THE IKAPA ARMS AND
AMMUNITION COLLECTORS ASSOCIATION**

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THE CONSTITUTION OF THE IKAPA ARMS AND AMMUNITION COLLECTORS ASSOCIATION

1. NAME

The name of the Association shall be “The iKapa Arms and Ammunition Collectors’ Association”, hereinafter referred to as “the Association.

2. MISSION

The mission of the Association, which is hereby declared to be a non-profit, non-discriminatory organisation, shall be to:

- (i) Promote the collection, study, research, restoration, preservation and responsible recreational use of collectable arms and ammunition.
- (ii) Promote the collecting, study, research, restoration, preservation and use of accessories and other items related to arms and ammunition.
- (iii) Work with any other body or bodies, for legislation and other purposes supportive of this Association’s primary mission.
- (iv) Promote the appreciation and acceptance of Collectors and collecting amongst all Stakeholders and to encourage responsible and ethical behaviour of its members in this regard.

(Stakeholders shall include, but not be limited to, Private and Institutional Collectors of Arms, Ammunition, and related artefacts, and all Public, Private and Government bodies affecting, affected by, or interested in the bona fide collection of Arms, Ammunition and related artefacts.)

3. MEMBERSHIP

- (i) Founding Members of the Association shall be those members who attended the Founding Meeting of the Association and whose names are so recorded in the minutes of the Founding Meeting. Any Founding Member shall be entitled to all the privileges of membership of the Association but shall not be required to pay any membership fee or subscription.
- (ii) Membership will only be open to persons who have satisfied the Executive Committee, through a sub-committee established for that purpose, and in accordance with such sub-committees’ Terms of Reference as approved by the Executive Committee, that they are, or desire to become, bona fide collectors of arms and ammunition. Despite compliance with all the requisites, a person shall be admitted as a member only upon the unanimous decision of the Executive Committee.
- (iii) There will be Ordinary (Primary) membership, Secondary membership, Institutional membership and Junior membership. Junior membership shall be open to Juniors up to the age of 18 years, whereupon they will automatically become eligible for Ordinary membership

Note:

- (a) “Primary membership” refers to an ordinary member who owns firearms or ammunition in terms of Section 17 and/or Section 18 of the Firearms Control Act (Act 60 of 2000 as amended) (“FCA”), and for whom the Association is statutorily responsible in terms of the FCA. A member so classified shall be referred to as a “primary member”..

- (b) “Secondary membership” refers to members who are primary members of another accredited collector’s association, and for which the Association is not statutorily responsible.
- (c) “Institutional membership” refers to Public Collectors as defined in Section 19 of the FCA.

(iv) To be eligible for membership, prospective members must reside in the Western Cape. Thereafter any change in the residential address resulting in members of good standing residing in areas outside of the Western Province shall not affect their membership status. The travelling distance from the member’s place of residence to an association event shall not constitute a valid reason for non-attendance at events .

- (v) The Executive Committee may limit membership in order to efficiently manage the Association.
- (vi) A prospective member shall be proposed and seconded. The proposer and seconder shall be two primary members of the Association in good standing.
- (vii) Prospective members shall be required to attend at least three Association organised events prior to being accepted as a member of the Association.
- (viii) Honorary Life Membership may be awarded to any member who in the opinion of the Executive Committee, has rendered special service to the Association, and has been a member of the Association for at least ten years. The election shall be by a unanimous vote of the Executive Committee and shall be referred to the next General Meeting of the Association for confirmation. At the said General Meeting a seventy-five percent majority of those present and voting is required to confirm the nomination. Any Honorary Life Member shall be entitled to all the privileges of membership of the Association, but shall not be required to pay any membership fee or subscription.

4. PROCEDURE FOR CLASSIFICATION AS A COLLECTOR

- (i) In accordance with the regulations of the Firearms Control Act (Act 60 of 2000, as amended) the following dedicated procedure shall be followed to evaluate members bona fides to be a private collector of firearms and/or ammunition in a particular category in respect of their interest in and knowledge of the historical, technological, scientific, heritage, educational, cultural, artistic value or any other aspect as determined by the Association of a specific theme or field of interest.

Members are classified into the following categories of collectors:

- (a) Category A – being a category whereby the Collectors Association may approve any class of firearm for collectors as contemplated in Section 17 (1) (a) of the Act.
- (b) Category B – being a category whereby the Collectors Association may only approve firearms for collection as contemplated in Section 17 (1) (a) of the Act, which excludes prohibited firearms referred to in Section 4 (1) of the Act.
- (c) Category C – being a category whereby the Collectors Association may approve any class of firearm for collection as contemplated in Section 17 (1) (a) of the Act, which excludes prohibited firearms referred to in Section 4 (1) of the Act and restricted firearms as referred to in Section 14 (1) of the Act.
- (d) Category D – being an entry level category whereby the Collectors Association may only approve up to six firearms for collection as contemplated in Section 17

(1) (a) of the Act, which excludes prohibited firearms referred to in Section 4 (1) of the Act and restricted firearms referred to in Section 14 (1) of the Act.

(ii) (a) A member who wishes to be classified in a particular category of collectors must convince the Executive Committee of the Association of his or her *bona fides* as a collector.

(b) Such member shall appear in person before the Executive Committee (or a sub-committee appointed by the Executive Committee for this purpose) and shall present to the Committee full motivation as to his or her *bona fides* as a collector and his or her interest in and knowledge of the prescribed aspects of collection in a particular theme or field of interest.

(c) The motivation shall be in the form of a document and shall refer to the applicant's theme or field of interest. The Executive Committee may ask any additional questions to test the applicant's knowledge of and interest in the various aspects of his/her collection.

(d) The Executive Committee shall, in addition to any other criteria, take into account the criteria as detailed in the document, when considering classifying an applicant in a particular category.

(e) The Executive Committee shall classify an applicant in a particular category only if convinced of his or her *bona fides* as a collector in that particular category.

(f) The Executive Committee shall not classify an applicant higher than Category C unless convinced that the applicant is in fact a collector of restricted or prohibited firearms or devices.

(g) The Association shall keep all records pertaining to all collectors classifications.

5. REVOCATION OF MEMBERSHIP

Should the actions of a member be deemed to be in contravention of:

- this Constitution,
- the Association's rules, regulations and procedures,
- or contrary to the spirit of the Association,
- any applicable law or statute, , then:

(i) The Membership Sub-Committee, acting as a Disciplinary Committee, shall put the allegations to the member concerned, who shall be given the opportunity to answer the allegations.

(ii) Both the Membership Sub-Committee and the member so charged shall have the right to call, examine and cross-examine witnesses.

(ii) (a) The majority decision of the disciplinary committee held by the Membership Sub-Committee acting as a disciplinary committee will be referred to the Executive Committee, and

(b) A member who has been the subject of a disciplinary hearing; shall, before the matter is referred to the Executive Committee for final adjudication, have the right of appeal to the Executive Committee.

An appeal so lodged shall be in writing, and state on what grounds the appeal is brought.

Thereafter the Executive Committee will adjudicate the matter in terms of clause 5(iii) below.

- (iii) The Executive Committee will make the final decision regarding the membership of the members concerned. Should membership be revoked the Registrar of the Central Firearms Registry & NAACCSA shall be so advised in accordance with the requirements of the Firearms Control Act (FCA) & NAACCSA rules & policies.

6. EXECUTIVE COMMITTEE OFFICE BEARERS

- (i) The Executive Committee consists of the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Activity Co-ordinator and up to four additional members. Excepting for the Chairman, any member of the Executive Committee is entitled to occupy two or more portfolios.
- (ii) The members of the Association elect the Executive Committee members at the Annual General Meeting. (See Clause 8.)
- (iii) The Executive Committee shall consist of not less than six members. Members may be co-opted to the Executive Committee.
- (iv) Co-opted members shall have no voting rights at Executive Committee meetings.
- (v) All members of the outgoing Executive Committee are eligible to be re-elected.
- (vi) The Chairman may not be elected for a period of longer than five years without standing down for a period of two years.
- (vii) The Executive Committee is responsible for the day-to-day operations of the Association and shall meet whenever necessary, provided such meetings are held no less than four times a year. Four members of the Executive Committee constitute a quorum.
- (viii) In the absence of the Chairman, the Vice-Chairman acts as Chairman. In the absence of both the Chairman and Vice-Chairman, the Executive Committee members present at the meeting may appoint one of their number as the Chairman.
- (ix) Vacancies on the Executive Committee may be filled by nominations by the Executive Committee until the next Annual General Meeting. Co-opted members to the Executive Committee shall not have voting rights. (N.B. Executive Committee members are elected by the members at the Annual General Meeting. Co-opted members are elected by the Executive Committee, so it would not be appropriate for such co-opted members to have voting rights).

7. ELIGIBILITY TO SERVE ON THE EXECUTIVE COMMITTEE AND/OR THE SUB COMMITTEES. QUORUM AT MEETINGS

- (i) No member shall be eligible to serve on the Executive Committee or any of the sub-Committees unless he/she has been a fully paid up primary member, in good standing, of the Association for a minimum unbroken period of two, consecutive years.

8. GENERAL MEETINGS

- (i) General Meetings of the Association are the Annual General Meetings (see Clause 9) and Special General Meetings (see Clause 10).
- (ii) The Chairman, or in his absence, the Vice-Chairman, shall take the chair at all General Meetings of the Association. In the absence of the Chairman or Vice-Chairman, the Honorary Secretary or Honorary Treasurer shall chair the General Meeting. If none of the aforementioned Office Bearers are present, a Chairman shall be appointed by an open vote of all Ordinary (Primary) members present from amongst the Ordinary (Primary) members themselves.
- (iii) Twenty percent of the paid-up primary members in good standing, including proxies, shall be a quorum at any General Meeting. In the event of a quorum not being present, the General Meeting shall be adjourned for thirty minutes and those members then present will constitute a quorum.
- (iv) Proxies from non-attending Ordinary (Primary) members in good standing in favour of an existing Executive Committee member will be permitted and must be submitted two weeks prior to the date of the Annual General Meeting or the Special General Meeting.
- (v) All decisions at General Meetings of the Association shall be decided by a majority vote, provided that any amendment to the Constitution shall be made by at least a seventy-five percent majority of the Ordinary (Primary) members in good standing present at the General Meeting (including proxies).
- (vi) Amendments to the Constitution may only be made at an Annual General Meeting or a Special General Meeting as per Clauses 8 and 9.
- (vii) All decisions at General Meetings of the Association shall be decided by a majority vote, provided that any amendment to the Constitution shall be made by at least a seventy-five percent majority of the Ordinary (Primary) members in good standing present at the General Meeting (including proxies).

9. ANNUAL GENERAL MEETING

- (i) The Annual General Meeting of the Association shall be held not later than 16 April of each year. At this meeting the Chairman, on behalf of the committee, shall submit a report on the activities of the Association and the Honorary Treasurer shall submit a financial report of the Association for the preceding year provided that such report needs not to be compiled by an auditor, or bookkeeper, or audited by an external auditor. The financial report shall, however, be audited by two members of the Association, neither of whom shall be the treasurer.
- (ii) The Annual General Meeting of the Association shall be held not later than 16 April of each year. At this meeting the Chairman, on behalf of the committee, shall submit a report on the activities of the Association and the Honorary Treasurer shall submit a financial report of the Association for the preceding year provided that such report needs not to be compiled by an auditor, or bookkeeper, or audited by an external auditor. The financial report shall, however, be audited by two members of the Association, neither of whom shall be the treasurer.

- (iii) Notice of the Annual General Meeting stating the date, time and place of the said meeting, shall be sent to the members at least three weeks before the date appointed for the meeting. Matters for inclusion on the Agenda at the meeting shall be submitted, in writing, by any member, to the Secretary not less than fourteen days before the date of the meeting.
- (iv) The Agenda for the Annual General Meeting shall be sent to the members at least seven days before the day fixed for said meeting.
- (v) The business of the Annual General Meeting shall be:
 - (a) Honorary Secretary to read the Notice convening the meeting
 - (b) Welcome to the members by the Chairman
 - (c) Apologies
 - (d) To receive, consider and approve the Minutes of any Special General Meeting which might have been held in the past year
 - (e) To receive, consider and approve the Minutes of the last Annual General Meeting
 - (f) To receive and consider the report of the Chairman
 - (g) To receive and consider the report of the Honorary Treasurer
 - (h) Election of office bearers
 - A. To elect the Patron
 - B. To elect the President
 - C. To elect the Chairman
 - D. To elect the Vice-Chairman
 - E. To elect the Honorary Secretary
 - F. To elect the Honorary Treasurer
 - G. To elect the Activity Co-ordinator
 - H. To elect up to a maximum of four additional Executive Committee members
 - I. To consider and deal with special matters submitted in writing by members and appearing on the meeting Agenda.
 - J. To elect Honorary Life Members
 - K. Trophies & Awards
 - L. General matters for discussion

10. SPECIAL GENERAL MEETING

- (i) The Honorary Secretary, duly authorised by the Executive Committee, may call a Special General Meeting at any time.
- (ii) A Special General Meeting may also be called on receipt by the Honorary Secretary of a written request by at least ten primary members of the Association, stating the specific object of the meeting.
- (iii) Written notice stating the purpose of a Special General Meeting shall be sent by the Honorary Secretary to all paid-up members, at least seven days before the day chosen for the meeting. The notice shall state the date, time and place of the meeting.
- (iv) Only the business stated in the notice may be discussed at such a meeting.

11. ELECTION OF PATRON

- (i) A Patron may be nominated by the Executive Committee after deliberation in an Executive Committee meeting. The said nomination shall be confirmed by the members at the Annual General Meeting of the Association. The election shall require a simple majority of those present and voting.
- (ii) This is a prestigious position and should only be awarded if there is a person who in the opinion of the Executive Committee is of suitable stature who would be in a position to further the interests of the Association and act as a valuable ambassador for the Association.
- (iii) The term of office runs for one year. It is not necessary for candidates to be members of the Association.

12. ELECTION OF PRESIDENT

A President may be elected by the members at the Annual General Meeting. Candidates for election to this office shall be called for from the floor. Suitable persons, who shall be past Chairmen and members of the Association, are to be nominated and seconded by Association members.

The election shall require a simple majority of those present and voting.

13. SUB-COMMITTEES

The Executive Committee may from time to time appoint and terminate sub-committees, whose function shall be to assist the Executive Committee, or attend to a specific designated matter.

- (i) The responsible Executive Committee member may recommend to the Executive Committee names of suitable Association members to fill the designated positions any sub-committee.
- (ii) The responsible Executive Committee member shall chair the sub-committee meetings and report back to the Executive Committee on all matters.
- (iii) It shall be the responsibility of the chairman of the sub-committee to ensure that proper and adequate minutes are kept of all sub-committee meetings.
- (iv) Sub-committees may include but not be limited to: membership, activities, disciplinary.

14. EVENTS ORGANISED BY THE ASSOCIATION

- (i) The Activity Co-Ordinator takes the responsibility for organising and presenting activities for the Association.
- (ii) Members may be appointed or elected to assist the Activity Co-ordinator, or to take responsibility to organise or present specific activities for the Association. All members shall be encouraged to participate in the events.

- (iii) For every shooting event a suitably qualified Range Officer shall be appointed, who shall be the sole judge of any breach of the Association's range rules.
- (v) In the event of a breach of the Association's range rules, the Range Officer, after considering the nature and seriousness of the breach of safety may warn the offender and/or bar him/her from participating any further in the day's events.
- (vi) An order barring a member from participating in the day's events shall be reported by the Range Officer, within seven days, to the Executive Committee. The Executive Committee shall institute a disciplinary enquiry into the conduct of the member.
- (vi) The Activity Co-ordinator and the Secretary shall keep complete records of all the Association's events, the extent and nature of the activities presented, as well as the attendance thereof.

15. PROPERTY AND FINANCE

- (i) The Association's financial year will run concurrently with the calendar year. All Association property, banking accounts and other investments shall be in the name of the iKapa Arms and Ammunition Collectors Association.
- (ii) The Executive Committee may procure assets for the Association, provided all such assets are fully reflected in an Assets Register which shall be kept by the Honorary Treasurer.
- (iii) Withdrawals from banking and other accounts shall require two authorised signatories, alternatively ex post facto approval by the Chairman or Vice-Chairman.

16. RULES, REGULATIONS AND PROCEDURES

Rules, regulations and procedures may be promulgated, amended or rescinded by the Executive Committee provided that such rules, regulations and procedures shall be presented for approval to the members at the first Annual General Meeting or Special General Meeting following such making.

17. MEMBERS BOUND BY THE CONSTITUTION

Every member shall, on election, be bound by this Constitution, and the Association's Rules, Regulations and Procedures, and shall on application, be entitled to receive a copy of this Constitution and a copy of the Rules, Regulations and Procedures.

18. LIABILITY OF THE ASSOCIATION

The Association shall not be liable to any member for any loss or damage suffered by such member or his dependants due to any act of omission or commission by another member, or by the Executive Committee, or any official acting in good faith for, or on behalf of the Association.

19. SUBSCRIPTIONS, FEES

- (i) Annual subscriptions and once off joining fees shall be fixed by the Executive Committee and may be altered from time to time by the Executive Committee, provided that the increase does not exceed 15% per annum, rounded to the nearest Rand, in any one year and provided that different amounts may be fixed for

different membership categories as defined in Clause 3. Any greater amount must be agreed upon by a simple majority of the members present and voting at an Annual General Meeting or a Special General Meeting.

- (ii) First subscriptions and once off joining fees are payable upon application for membership and renewal subscriptions are payable when due.
- (iii) The Executive Committee may levy additional fees for shooting events, and for the processing and issuing of the Certification of Collectability document for collectable firearms and ammunition. Should the Executive Committee decide to levy fees, these fees shall be determined by the Executive Committee on an annual basis and ratified at the Annual General Meeting.
- (iv) Founding Members and Honorary Life Members are not required to pay membership subscriptions or fees (see Clause 3 (i) and (vii)).

20. CONFIDENTIALITY

All matters relating to the Association, its members, members' collections and any subject matters discussed by Executive Committee and any Sub-Committee meetings and/or any other duly constituted Association Forum shall at all times be treated in the strictest confidence by all members of this Association, and shall not be disclosed to any third party.

21. TERMINATION AND WINDING UP OF THE ASSOCIATION.

In the event that the Association is wound up by decision of the Annual general meeting, or by resolution of the Executive Committee, then the last executive committee shall cause to be transferred any funds standing to the credit of the Association to the National Arms and Ammunition Collectors Confederation of South Africa or to another registered firearms collecting Association duly registered as a non-profit association or, failing the foregoing to one or more of the following:

- any other Public benefit Organisation, board or body exempt in terms of Section 10(1)(cA)(i) of the income tax act, which has as its sole or principal object the carrying on of any public benefit activity,
- any other Public benefit Organisation,
- any branch of Heritage Association of South Africa.
- a registered non-profit charitable organization of the Executive Committee's choice.

APPROVED:

DATE:

CHAIRMAN

SECRETARY

ANNEXURE 1

IKAPA ARMS AND AMMUNITION COLLECTORS ASSOCIATION

REGULATIONS FOR THE RETENTION OF GOOD STANDING IN THE ASSOCIATION IN TERMS OF THE FIREARMS CONTROL ACT (FCA)

Preamble

As the Association has the statutory duty to ensure that its members are bona fide collectors of items as set out in the constitution, and whereas the FCA places this duty on the management of the Association, it is necessary for the Association management to satisfy the requirement that a member is a bona fide collector.

Regulations

1. A member shall not be considered to be in good standing if his/her Annual Fees for the forthcoming year are unpaid by the 31st of December of the preceding year and shall have his membership suspended.
2. A member shall be required to sign annually the Association's standard Declaration of Compliance by the 31st of December every year in order to maintain his good standing for the forthcoming year. A failure to do so will result in the member's membership being suspended.
3. To be in good standing a member shall be required to earn at least three (3) points per year. Points may be earned by:
 - 3.1 Attending the iKapa Arms and Ammunition Collectors Association's Annual General Meeting (1 point)
 - 3.2 Attending an iKapa Arms and Ammunition Collectors Association's Special General Meeting (1point)
 - 3.3 Attending an iKapa Arms and Ammunition Collectors Association's event, shoot or members function (1 point)
 - 3.4 Submit and have approved a Certificate of Collectability for a new collectable firearm (1 point)
 - 3.5 attending an iKapa Arms and Ammunition Collectors Association's Executive Committee Meeting or a Sub-Committee Meeting (1 point) .
 - 3.6 In the event of any dispute arising regarding the attendance of any member at any function, the attendance register of the Association shall be the only proof of such attendance. It is the responsibility of each member to ensure that he signs the attendance register.

4. In the case of members residing outside the greater Cape Town Metropolitan area, the Executive Committee may, on written application by the member concerned, waive regulation 3 above, provided that the member shall offer alternative activities, duly supplemented by such documentary proof as shall be acceptable to the ExCo, in his application to allow the Executive Committee to assess his activity level. It is the members' responsibility to submit his/her representation in writing to the Honorary Secretary at least fourteen days prior to the Annual General Meeting.
5. An Honorary Life Member who has ceased to actively collect firearms and who has disposed of his collection may, on written application to the Executive Committee supported by an affidavit that he has disposed of his collection and no longer actively collects, be exempted from the requirements of clause 3 above.
6. Should said Honorary Life member then decide to resume actively collecting, he shall be required to comply with clause 3 above
7.
 - (i) Members who fail to earn three points (see regulation 3 above) and/or;
 - (ii) fail to pay the annual fees and subscription (Clause 18) and/or
 - (iii) fail to sign the Association's declaration of compliance (see regulation 1 & 2 , and section 18 above)

shall *ipso facto* be classed as members "not in good standing", and shall have their membership suspended.

8. A member who has been suspended for failure to pay fees timeously, or who has failed to submit a declaration of compliance, for two successive years will have his membership terminated, and the CFR will be so advised.
9. The member concerned shall be notified in writing of his failure to meet the requirements for the retention of good standing with the Association and in terms of the FCA.
10. The member concerned will be afforded the opportunity to make written representations as to why his or her certificate of good standing should not be withheld.
11. Should the member's representations be unsuccessful, the Executive Committee shall so note the matter and proceed to inform the Registrar of the CFR & NAACCSA that the member concerned is no longer in good standing with the Association as required by the FCA.

ANNEXURE 2

IKAPA ARMS AND AMMUNITION COLLECTORS ASSOCIATION

PROCEDURE TO BE FOLLOWED BY THE EXECUTIVE COMMITTEE AND/OR MEMBERSHIP SUB-COMMITTEE WHEN INTERVIEWING A PROSPECTIVE MEMBER

When an interview takes place, it will be conducted in an informal and non-intimidatory manner and in the language of the interviewee's choice (English and Afrikaans only catered for at this time).

A request by the applicant for non-disclosure/confidentiality of any information *which is not essential to the process* is to be respected.

Subjects such as religion, politics, gender, race, etc. will be avoided unless in direct response to the applicant's enquiries.

However, any organisational affiliation as required in terms of Regulation 2.8 (h) of the FCA Regulations must be declared.

The objectives of an interview are:

- (i) To clarify any elements of the application (application form or questionnaire) which may be incomplete, ambiguous or unclear;
- (ii) To gain additional information, not requested in the questionnaire, which may be relevant to the applicant's suitability for membership.
- (iii) To gain additional information, not requested in the questionnaire, which may be relevant to the applicant's suitability for membership.
- (iv) To gain additional information, not requested in the questionnaire, which may be relevant to the applicant's suitability for membership.
- (v) To provide an opportunity for the applicant to provide information relevant to his application which he/she may prefer not to commit to paper;
- (vi) To expose and/or explore any contradictions arising from the person's written application and his/her views, interests, opinions, statements or intentions as stated during the interview;
- (vii) To ascertain what skills or expertise the applicant may possess which may be used to further the objectives of the association.

ANNEXURE 3

IKAPA ARMS AND AMMUNITION COLLECTORS ASSOCIATION

PROCEDURE FOR CONSIDERING A MEMBER'S APPLICATION FOR UPGRADING TO CATEGORY B AND CATEGORY C

SUGGESTED CONSIDERATIONS:

1. How long has the applicant been interested in collecting firearms?
2. When did the applicant join the Association?
3. What were the applicant's declared theme/s, focus and field of interest when he/she joined the Association, and how has this evolved?
4. Did the applicant's original application to SAPS for bona fide collector status reflect the same information as his/her motivation to the Association?
5. Does the applicant have a copy of the above application that can be shared with the members of the Membership Sub-Committee?
6. Did the applicant's motivation to SAPS include self-loading or fully automatic weapons? (Supported by an affidavit if necessary)
7. Brief description of the contents of the applicant's collection as it illustrates the aforementioned theme/s, focus and field of interest.
8. If the applicant's collection and/or status does not include self-loading or fully automatic weapons, include a description of how the applicant's field of interest, theme/s and/or focus has evolved and why the applicant now wishes to include such weapons in his/her collection.
9. Description of such weapons the applicant now intends to add to his/her collection.
10. Description of the Historical, Scientific, Technological, Heritage, Educational, Cultural or Artistic aspects, etc. of these weapons, within the context of the applicant's declared field of interest, theme/s and focus.
11. Given that such weapons are regarded as "sensitive" by the authorities, is the applicant confident that his/her Safekeeping and Security arrangements are adequate?

It is to be noted that in the absence of a personal interview, acceptance of membership in either the D or C Categories, will be considered most exceptional. In confirmation of membership, or upgrade into either the C, B or A Categories, an interview by the Membership Sub-Committee and/or the Categorisation Sub-Committee is mandatory.

Upgrade from Category D to Category C shall only be considered after a minimum of two years Category D membership.

Upgrade from Category C to Category B shall only be considered after a minimum of three years Category C membership.

Upgrade from Category B to Category A shall only be considered after a minimum of two years Category B membership.

Any deviation from these upgrade provisions shall only be considered in extraordinary circumstances in consultation with the National Arms and Ammunition Collectors Confederation of South Africa (NAACCSA).

IKAPA ARMS AND AMMUNITION COLLECTORS ASSOCIATION

SHOOTING RANGE RULES

1. All firearms brought onto the range must be carried either holstered or in a suitable bag/case, unloaded and all detachable magazines removed from the firearm.
2. If you have a loaded firearm, please notify the Range Officer so that he can allow you to unload the firearm before the shooting session begins so that all firearms on the range during the shoot are only loaded on the Range Officer's instruction.
3. At the end of the shoot if you wish to load your firearm for the journey home, please notify the Range Officer who will allow you to load and holster or bag the firearm under his supervision.
4. You may not walk around the range area with a handgun in your hand. It must be unloaded in a holster or in a bag/case when you are moving around.
5. Rifles and shotguns must be carried totally unloaded with the action open, detachable magazine removed and the muzzle pointing up.
6. No firearms are to be handled during the "safe" period when members are setting up or patching targets.
7. Members may not approach the target area unless all firearms are unloaded and the Range Officer has declared that the range is safe and you may go forwards.
8. Steel targets/gongs must be placed at least 25m from the shooting point.
9. Eye and ear protection must be worn on the range during the whole shooting period.
10. Children and novices must be supervised by an experienced member at all times during the shoot.
11. If you have been given the instruction to load and start shooting, it is also your responsibility to ensure you are doing it in a safe manner and that your muzzle is pointing down range, you must be aware of what you are aiming at, what your bullet will strike and where your bullet will stop.
12. If you have a serious jam or something breaks and you cannot rectify it, please put the firearm down pointing down range and call the Range Officer who will assist you to sort out your problem.
13. No alcohol or narcotics are to be used before or during the shoot.
14. No firearms are to be handled after the shoot in the club entertainment area where alcohol is being consumed.
15. If you are corrected by the Range Officer, please do not take it personally, he has a serious job to ensure everyone's safety.
16. Please lend a hand in setting up the range and breaking it down.
17. Keep up the positive spirit of allowing other members the experience to try out each other's different variety of firearms. As Collectors we are interested in firearms of all types and enjoy handling something we do not as yet own.
18. Let us be safe and enjoy our shoots.