



FLORIDA ASSOCIATION OF BUILDING INSPECTORS, INC.

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www.fabi.org • info@fabi.org

Thank you for your interest in membership in the Florida Association of Building Inspectors, Inc. (FABI). Since 1984, we have been working to create a standard in Florida's Inspection Industry. Now, after over 30-years, FABI remains 'Florida's Inspection Voice'.

Following you will find information on everything necessary to join our great association. If you find you still have questions after reviewing the material, please contact me at info@fabi.org or at one of the numbers shown above.

FABI is a hands-on, member driven organization that provides educational programming and ongoing opportunities for its members to interact at FABI meetings and events. FABI also provides many opportunities for its members to be involved in the governing of the association.

FABI provides a wide range of membership services and benefits. Foremost, is the ability to align yourself and your business with the most professional real estate inspection organization in the State of Florida.

All prospective members must join FABI as associate inspectors first. Becoming an associate inspector is easy. Just complete the enclosed membership application and return it to the FABI Office with your application fee and completed inspection report. All associate inspectors are expected to upgrade their status to registered professional inspector within 36-months (3 years) by completing all requirements necessary (information included in this packet).

We welcome any questions you may have and look forward to receiving your application.

Sincerely,

Sunni Simmons

FABI Administrator

A P P L I C A T I O N

To begin the membership process, you must first complete the enclosed membership application. A few things to remember:

- ◆ ASHI Certified Inspectors and InterNACHI Certified Master Inspectors have met the FABI qualifications for membership. Proof of membership must accompany application.
- ◆ Please print legibly (or type directly into the form) and include all of your contact information.
- ◆ Be sure to have someone witness your signature on the declaration of intent. This does not need to be notarized. **If there is not a witness signature, the application will be returned to you.**
- ◆ Read and sign the code of ethics. **If this is not signed, the application will be returned to you.**
- ◆ A completed full home inspection report should accompany your membership application (but **MUST** be submitted within 90-days of application). This inspection report should have all of the client's personal information deleted from the report.
- ◆ Once your application has been received, you will receive an email outlining your next steps for membership and an invoice for your associate inspector dues. The associate inspector logo will also be emailed to you. You may only use the associate inspector logo in your marketing material until you meet the requirements for RPI membership and receive notification from the FABI Office. Your membership may be immediately terminated if you are found to be using the wrong logo.

MEMBERSHIP PROCEDURE

1. **Complete the enclosed membership application (pages 3 & 4 only) and return it to the FABI Office with your \$65 application fee** and one completed inspection report with client's personal information removed (Inspection report does not have to accompany the application but it must be submitted within 90-days of application). The application fee will go towards your first years dues. You will be invoiced for the remaining portion of associate inspector dues. You may email your application to info@fabi.org and [you may pay your application online by clicking here](#).
2. **Submit proof of 250-fee full fee-paid home inspections that meet or exceed the FABI Standards of Practice.** This MUST be in the form of a list including date and complete address of each inspection. You may not include four points, wind mits or roof certifications in this list. This list will be reviewed by the membership committee, who can, at its discretion, ask for a copy of any of the reports listed to ensure that the inspection was completed. Once registered professional inspector membership is granted, this list will be removed from the member's file and destroyed.
3. Once you have met all requirements, you will be asked to update your original membership application. This updated application will be sent to the board for final approval.
4. **Be approved by the board of directors.** You will be notified through the FABI Office of your approval. We will send you a membership certificate and your FABI name badge.
5. **FABI members are required to earn 20-hours of continuing education and attend at least one FABI quarterly conference per year.** Each FABI Conference is worth at least 10 continuing education credits. The additional 10 credits can be met by attending a second conference, or by attending courses given in your area through local educational institutions. ALL COURSES MUST BE APPROVED BY FABI!
6. Within the first year of RPI membership, you must sit for the standards and ethics portion of the Florida Home Inspection Exam (FHIE)[™]. The test is proctored at the FABI Office or at each of the quarterly conferences. Cost for ethics and SOP only is \$25.



FLORIDA ASSOCIATION OF BUILDING INSPECTORS, INC.

APPLICATION FOR ASSOCIATE INSPECTOR MEMBERSHIP

PLEASE TYPE OR PRINT

Name _____ Preferred First Name _____

Business Name _____ Birthday (Month/Day) _____

Mailing Address _____

City _____ State _____ Zip _____

Office Number _____ Cell Number _____

Email Address _____ Website _____

FABI Sponsor/Referral (If applicable): _____

of Years in Inspection Services _____

of Inspections Performed To Date _____

HI License Number _____ Date Licensed by the State _____

Other Licenses Currently Held _____

Services Currently Offered (i.e. New Construction Inspection, Insurance Inspection, Mold Testing, etc.) _____

Brief Background History _____

Appropriate Associate Inspector Logo Usage

Associate Inspectors are only permitted to use one of the following logos: the FABI Associate Inspector logo, or the standard FABI logo accompanied with the words, "Associate Inspector". Any Associate Inspector found to be using the standard logo without the words, "Associate Inspector," or the Registered Professional Inspector logo, or the Affiliate logo, may, at the discretion of the Ethics and Standards of Practice Committee, have their Associate Inspector membership immediately terminated with no refund of monies paid.

By signing below you acknowledge receipt of this information and agree to follow proper logo usage.

APPLICANT SIGNATURE

DATE

CODE OF ETHICS

Please read carefully and sign below

Integrity, honesty, and objectivity are fundamental principles embodied by this Code, which sets forth obligations of ethical conduct for the home inspection profession. The Board of Directors of FABl has adopted this Code to provide high ethical standards to safeguard the public and the profession. Inspectors shall comply with this Code, shall avoid association with any enterprise whose practices violate this Code and shall strive to uphold, maintain and improve the integrity, reputation and practice of the home inspection profession.

1. Inspectors shall avoid conflicts of interest or activities that compromise, or appear to compromise, professional independence, objectivity or inspection integrity.
 - A. Inspectors shall not inspect properties for compensation in which they have, or expect to have, a financial interest.
 - B. Inspectors shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings or on the sale of a property.
 - C. Inspectors shall not directly or indirectly compensate realty agents, or other parties having a financial interest in closing or settlement of real estate transactions, for the referral of inspections or for inclusion on a list of recommended inspectors, preferred providers or similar arrangements.
 - D. Inspectors shall not receive compensation for an inspection from more than one party unless agreed to by the client(s).
 - E. Inspectors shall not accept compensation, directly or indirectly, for recommending contractors, services or products to inspection clients or other parties having an interest in inspected properties.
 - F. Inspectors shall not repair, replace or upgrade, for compensation, systems or components covered by FABl Standards of Practice, for one year after the inspection.

2. Inspectors shall act in good faith toward each client and other interested parties.
 - A. Inspectors shall perform services and express opinions based on genuine conviction and only within their areas of education, training or experience.
 - B. Inspectors shall be objective in their reporting and not knowingly understate or overstate the significance of reported conditions.
 - C. Inspectors shall not disclose inspection results or client information without client approval. Inspectors, at their discretion, may disclose observed immediate safety hazards to occupants exposed to such hazards, where feasible.

3. Inspectors shall avoid activities that may harm the public, discredit themselves or reduce public confidence in the profession.
 - A. Advertising, marketing and promotion of inspectors' services or qualifications shall not be fraudulent, false, deceptive or misleading.
 - B. Inspectors shall report substantive and willful violations of this Code of Ethics to the Ethics & Standards of Practice Committee.

Signature

Date

DECLARATION OF INTENT
Please read carefully and sign below

I, _____, attest and declare that I have read and understand the Florida Association of Building Inspectors, Inc. (FABl) Standards of Practice, Code of Ethics and Policies and Procedures Manual.

By signing this document, I agree to abide by and uphold all conditions as so stated in the three referenced documents. I also understand that abiding by and upholding ALL aspects of the FABl Code of Ethics, Standards of Practice and Policies and Procedures is a condition of membership in FABl, and any violation may result in an immediate termination of membership and all rights and privileges of membership.

I understand that I may only use the FABl Logo designated for my membership level and that using any other FABl logo as a Associate Inspector will be grounds for termination of my membership.

My signature is my seal that I will practice all inspections under the guidelines of the FABl Standards of Practice and the FABl Code of Ethics.

Signature

Date

Witness*

***Applications without a Witness Signature will be returned.**

P O L I C I E S & P R O C E D U R E S

Please take the time to review the following policies and procedures **BEFORE** applying for membership:

MEMBERSHIP PROCEDURES AND INFORMATION

1. When an individual requests membership information, a membership application packet will be forwarded to the applicant. This membership packet will include: the FABI Standards of Practice and Code of Ethics; the membership policies and procedures; a membership application with declaration of intent in which the applicant agrees to abide by the FABI Code of Ethics and the Standards of Practice and states the penalties for not abiding by them; and any other information that may be helpful. An application fee of \$65 is required to be included with the application when it is returned to FABI, otherwise **NO ACTION WILL BE TAKEN** except to advise the applicant that the \$65 application fee must be paid prior to any action being taken on their application. See application fees under **DUES AND RENEWALS**.
2. When the application is returned with the appropriate application fee and all information requested in the membership application packet, the application will be reviewed by the executive director for all appropriate information. If the membership packet is not complete, the inspector will be advised in writing within five (5) working days of receipt of the packet.
3. The executive director will notify the applicant of all actions necessary to complete the requirements of membership and any other information which may be helpful.
4. Associate inspectors must provide one full, fee-paid home inspection report, completed by the associate, within 60-days of application. This must be a full home inspection (no condos, wind mits, etc.). This report must have the client's personal information removed. This report will be reviewed by the membership committee to ensure that it meets the FABI Standards of Practice. Associates will not receive the logo, membership certificate, name badge and their information will not be placed on the website until their report is received.
5. As part of the membership process, all associate inspectors must provide proof of 250 full, fee-paid inspections that meet or exceed the FABI Standards of Practice. Proof of inspections **MUST BE** in the form of a list including date and complete address of each inspection. This list will be reviewed by the membership committee, who may, at its discretion ask to see any of the reports that correspond with the inspections on the list. Once professional inspector membership is granted, this list will be removed from the member's file and destroyed.
6. Once all requirements are met, and before board approval is requested, the member will be asked to update their original membership application. This updated application will be sent to the board for final approval to move up to professional inspector status.
7. Within one year of becoming a professional inspector, the member must take and pass the standards and ethics portion of the Florida Home Inspection Exam (FHIE)™.

MEMBERSHIP CLASSIFICATIONS

MASTER PROFESSIONAL INSPECTOR (MPI)

This classification is for inspectors who have achieved at least ten (10) consecutive and verifiable years in one of three home inspector associations: FABI, ASHI or InterNACHI. MPIs must attend a minimum of one FABI conference and earn 20 total hours of continuing education each renewal year. This designation entitles the MPI to attend all FABI events at the reduced member rate; to possess and use the standard FABI logo and/or the exclusive MPI FABI logo in all advertising and transactions; and other member benefits which may be added from time to time. The master professional inspector has full voting privileges; may serve as an elected officer or director; serve as a committee chair and on committees; receive referrals from the FABI 800# line and website and other FABI sponsored advertising.

REGISTERED PROFESSIONAL INSPECTOR (RPI)

This classification is for all persons engaged in the profession of performing fee-paid home and building inspections, after completing all requirements for this category. This designation requires the applicant to successfully pass an approved exam, submit proof of 250-inspections and one completed inspection report for review. RPIs must attend a minimum of one FABI conference and earn 20 total hours of continuing education each renewal year. This designation entitles the RPI to attend all FABI events at the reduced member rate; to possess and use the standard FABI logo and/or the exclusive RPI FABI logo in all advertising and transactions; and other member benefits which may be added from time to time. The registered professional inspector has full voting privileges; may serve as an elected officer or director; serve as a committee chair and on committees; receive referrals from the FABI 800# line and website and other FABI sponsored advertising.

ASSOCIATE INSPECTOR

This classification is for all persons engaged in the profession of performing fee-paid home and building inspections while going through the process of becoming a registered professional inspector. Associate inspectors have three years from the date of application in which to complete the membership requirements. After this time, they must reapply for membership. Associates must attend a minimum of one FABI conference and earn 20 total hours of continuing education each renewal year. This designation entitles the FABI Associate Inspector to attend all FABI events at the reduced member rate, and other benefits which may be added from time to time. The FABI Associate Inspector has no voting privileges and may not serve as an elected officer or director. They may, however, be listed on the website as associate inspectors, use the associate inspector logo and serve on committees. All FABI Associate Inspectors are encouraged to attain the registered professional inspector status by completing all requirements, in which case they will have all rights of the registered professional inspector, upon approval by the board of directors.

AFFILIATE MEMBER

This classification is available to any person or company offering products or services to the home and building inspection profession. This designation entitles the affiliate member to attend all FABI educational conferences at the reduced member rate; to possess and use the FABI Affiliate Logo in all advertising and transactions; and other member benefits which may be added from time to time. The affiliate member has no voting privileges; and may not serve as an elected officer or director. They may, however, serve as committee chairs and on committees; and may receive non-inspection referrals and inquiries from the FABI 800# line and website.

RETIRED MEMBER

A professional inspector may become a retired member upon retiring from the home and building inspection profession. They can no longer be actively involved in the home and building inspection profession as an owner, inspector or an employee of other inspectors and they must have no ongoing interest in a home and building inspection company or business involved in home and building inspections.

HONORARY MEMBER

The board of directors may make an individual an honorary member by an affirmative majority vote of the board.

VOTING

Professional inspector members are entitled to one (1) vote on all matters coming before the general membership for approval in accordance with the bylaws. Associate inspectors, affiliate members, retired members and honorary members have no voting privileges.

RESIGNATION OF MEMBERSHIP

Any individual holding membership may resign, for any reason, upon written notice to the executive director. No refunds will be made; however, any money owed to FABI shall become immediately due and payable. Upon resignation, the FABI logo must be removed from all material within 30-days.

ETHICS

Unethical business or inspection practices will not be tolerated by FABI. The FABI Ethics and Standards of Practice Committee is responsible for conducting investigations of any and all charges brought against any FABI member (see Ethics Policy Manual). A member may be sanctioned, suspended, or their membership privileges may be temporarily or permanently revoked, based on adverse findings of the ethics and standards of practice committee and by a vote of the board of directors. Any action resulting in suspension or revocation will result in the forfeiture of any money paid into FABI, and any money owed to FABI shall become immediately due and payable.

DUES, FEES, RENEWALS AND SPECIAL ASSESSMENTS

1. All dues are payable on the anniversary date of your first dues payment.
2. Application fees:
 - a. Associate Inspectors – \$65, which will be applied to the first year's membership dues, if the first year's dues are paid

within 30-days of notification of approval for associate inspector membership. After this time, the \$65 becomes an application fee only and will no longer apply to any membership dues or fees, when membership dues are paid.

b. ASHI Certified Inspectors and InterNACHI Certified Master Inspectors – this fee is waived, thus the full first year's dues are payable prior to membership.

3. Membership Fees:

a. MPI - \$250 annually - 25% discount offered to dues paying members of ASHI and InterNACHI (proof of dues receipt required).

b. RPI - \$250 annually -25% discount offered to dues paying members of ASHI and InterNACHI (proof of dues receipt required).

c. Associate Inspectors – \$150 annually per individual for a maximum of 36 associate inspector months. \$175 annually per individual for any inspector who has been an associate inspector for 36 months total combined associate inspector time. 25% discount offered to dues paying members of ASHI and InterNACHI (proof of dues receipt required).

d. Affiliate Member – \$175 annually per individual or company

e. Retired Member – No charge

f. Honorary Member – No charge

4. Special Assessments:

a. Special assessments may be added from time-to-time by the board as needed. These special assessments shall apply to each and every member and associate inspector.

5. Testing fees for examinations are set by the FABI Education and Testing Committee.

6. Dues and Fees in Arrears:

a. FABI Membership may be terminated if money owed to FABI exceeds 30-days past due.

b. Unpaid fees will be deducted from renewal dues before being applied to renewal dues; this may result in non-member status until renewal dues balance is paid.

c. Members may decline to renew by writing to the board of directors, stating their reason. The board, at its sole discretion, may allow a member to renew within a two (2) year period (24 months) and not require full re-application.

7. Refunds: As a policy, no fees shall be refunded unless the applicant is rejected. The board of directors may be petitioned in writing, in cases of hardship, for a refund of un used money, by any current member in good standing.

CONTINUING EDUCATION

The purpose of FABI is to continually update the knowledge of its membership. FABI will provide regular educational conferences in order to assure itself that members in all classifications (except affiliate) achieve regular input toward their continuing education. A minimum number of annual continuing education units shall be required for continued membership in FABI. The number and scope of the continuing education credits will be set by the FABI Education Committee.

Professional inspectors and associates inspectors are required to attend at least one FABI conference and earn 20 hours of continuing education each renewal year.

FABI LOGO USE

Use of the FABI Logos is restricted to master professional inspectors, registered professional inspectors, associate inspectors and affiliate members. In addition, if an MPI or RPI uses the MPI or RPI logo and/or the standard FABI logo, any inspector employee or subcontractor used by them, for the purpose of performing the general building/home inspection MUST be a FABI MPI, RPI or an associate inspector.

Any inspector employee must become a FABI Associate Inspector within 90-days of employment. The associate inspector must complete all requirements for full RPI status. Exception: Excluded from the above are specific subcontractors who are retained by the primary building inspection firm to perform individual inspections such as, but not limited to, WDO, seawall, septic systems, roof, consulting engineers, etc.

Each person must use the logo that coincides with their classification. Any associate inspector found using either the MPI, RPI or affiliate logo may, at the discretion of the FABI Ethics and Standards of Practice Committee have their membership immediately terminated with no refund of monies paid. Affiliate members may only use the affiliate member logo.

SOCIAL MEDIA

For the purpose of this document, the term "social media" shall refer to a website or platform that allows the creation and exchange of user-generated content. Examples include, but are not limited to, the following:

Facebook, LinkedIn, Pinterest, Twitter, and YouTube.

FABI uses social media to foster relationships between inspectors, to allow inspectors to educate each other, and to promote FABI's educational conferences and other events and opportunities. It is with these purposes in mind that FABI has adopted these guidelines for social media use in regards to its members (including all professional inspectors, associate inspectors, retired and honorary members and affiliate members).

FABI's use of social media shall be under the general direction of the executive director with guidance from the board of directors. The executive director will ensure that social media is used responsibly on behalf of the association. All members are encouraged to call to the attention of the executive director any issues, concerns or problems that might interfere with the association's responsible use of social media. Bringing the issue to the attention of the association immediately will enable FABI to work toward an appropriate and timely resolution of the issue, concern or problem.

FABI uses social media to create a dialogue about issues that affect the inspection profession and the association welcomes, as part of that dialogue, anyone with any interest in issues affecting the inspection profession. However, we reserve the right to take appropriate actions against dialogue participants who fail to observe our guidelines respecting the proper use of our social media sites as outlined below. As a voluntary member of FABI's social media pages, you agree to conduct yourself in accordance with the following policies and ideas:

- FABI accepts responsibility for the content it posts on its social media sites and will not impersonate, mislead or purposely obscure the association's identity when using social media. FABI also expects participants in dialogue on our social media sites to refrain from impersonating, misleading or purposely obscuring their identities.
- FABI accepts differences and differing opinions and we strive to maintain a courteous, polite and professional dialogue when we might disagree with opinions expressed by others. FABI expects that participants in dialogue on the association's social media sites also will accept differences and differing opinions by responding in a respectful way when they disagree or have a difference of opinion.
- FABI does not use social media to bully, intimidate or threaten others and we expect participants in dialogues on the association's social media sites to refrain from bullying, intimidation and threatening harm or violence to anyone, including threats directed to the association or any of its membership or executive director.
- FABI does not use social media to defame the reputation of others and we will not tolerate the use of the association's social media sites by any dialogue participants in order to defame the reputation of the association, any individuals or groups of individuals, or any organization or business entity.
- FABI does not publish or post profanity or obscene or pornographic communication on its social media sites. We do not tolerate the use of profanity or posting obscene or pornographic images by any participants in the dialogue on the association's social media sites, whether in a response, comment, or message posting or response.
- FABI intends that social media serve as an effective communications tool for the association and will refrain from spamming and other abusive uses of the social media technology/capability. We expect that participants in dialogue on the association's social media sites will properly use the technology/capabilities as an effective communications tool and will not engage in spam or other misuse of communications technologies/capabilities.

FABI does not tolerate social media dialogue that does not conform to reasonable standards of civility outlined above. FABI, therefore, will take appropriate steps to ensure that dialogue on the association's social media sites conform to such behavioral standards. Such steps may include deleting posts, blocking users, and ending any communication with any user at any time.

** The information and provisions in this manual are subject to revision by the FABI Board of Directors as necessary.

STANDARDS OF PRACTICE

As a FABI Member you are required to follow the FABI Standards of Practice and Code of Ethics. These Standards were developed by FABI in 2007 and a minimum guideline for your inspections. It is your responsibility to read and learn the Standards of Practice before becoming a FABI Member. It is crucial that your inspection procedures and report adhere to the Standards of Practice and that you acting in an ethical manner at all times. Any complaints filed against a FABI Member are reviewed by the Ethics Committee. For a copy of the Ethics Policies and Procedures Manual, please contact the FABI Office.

Please take the time to review the [current Standards of Practice on the FABI website](#) prior to joining.

CODE OF ETHICS

Integrity, honesty, and objectivity are fundamental principles embodied by this Code, which sets forth obligations of ethical conduct for the home inspection profession. The Board of Directors of FABI has adopted this Code to provide high ethical standards to safeguard the public and the profession. Inspectors shall comply with this Code, shall avoid association with any enterprise whose practices violate this Code and shall strive to uphold, maintain and improve the integrity, reputation and practice of the home inspection profession.

1. Inspectors shall avoid conflicts of interest or activities that compromise, or appear to compromise, professional independence, objectivity or inspection integrity.
 - A. Inspectors shall not inspect properties for compensation in which they have, or expect to have, a financial interest.
 - B. Inspectors shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings or on the sale of a property.
 - C. Inspectors shall not directly or indirectly compensate realty agents, or other parties having a financial interest in closing or settlement of real estate transactions, for the referral of inspections or for inclusion on a list of recommended inspectors, preferred providers or similar arrangements.
 - D. Inspectors shall not receive compensation for an inspection from more than one party unless agreed to by the client(s).
 - E. Inspectors shall not accept compensation, directly or indirectly, for recommending contractors, services or products to inspection clients or other parties having an interest in inspected properties.
 - F. Inspectors shall not repair, replace or upgrade, for compensation, systems or components covered by FABI Standards of Practice, for one year after the inspection.
2. Inspectors shall act in good faith toward each client and other interested parties.
 - A. Inspectors shall perform services and express opinions based on genuine conviction and only within their areas of education, training or experience.
 - B. Inspectors shall be objective in their reporting and not knowingly understate or overstate the significance of reported conditions.
 - C. Inspectors shall not disclose inspection results or client information without client approval. Inspectors, at their discretion, may disclose observed immediate safety hazards to occupants exposed to such hazards, where feasible.
3. Inspectors shall avoid activities that may harm the public, discredit themselves or reduce public confidence in the profession.
 - A. Advertising, marketing and promotion of inspectors' services or qualifications shall not be fraudulent, false, deceptive or misleading.
 - B. Inspectors shall report substantive and willful violations of this Code of Ethics to the Ethics & Standards of Practice Committee.

CEC REQUIREMENTS

Continuing Education Credits (CECs)

TYPE OF ACTIVITY

1. FABI Conference

2. Florida Home Inspection Exam (FHIE)[™]

3. Inspection course

4. College, University or Technical School Course

5. Service to FABI (Committees, Board of Directors, Office)

6. Other (submit activity in writing and with verification to the Education Committee for credits) i.e.: ASHI, InterNACHI, etc.

CEC VALUE

1 point per education hour

15 points for passed examination

1 point for each contact hour

1 point for each contact hour

2 points for each office/committee assignment

REQUIREMENTS FOR ALL PROFESSIONAL INSPECTORS AND ASSOCIATE INSPECTORS

A. All activities must be accompanied by proof of attendance and completion for proper credit.

B. Minimum number of CECs required are 20 per year, each year for continuation of membership status. Credits earned in past years cannot be credited to future years.

C. Attendance is required at a minimum of one (1) FABI Conference per year for professional inspectors and associate inspectors.

D. Term for credits starts at initial membership. Annual credits are due at time of membership renewal. If member does not meet the requirements by their renewal period, they will be placed on a 6-month probation status which will allow them time to make up the credits. It is the responsibility of each member to forward proof of CECs to the FABI office when notice of membership renewal is received.