



FABI POLICIES AND PROCEDURES

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 unused 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.