

**landmark university student hall of residence executive handbook**

**LANDMARK UNIVERSITY STUDENT RESIDENCY**



**January 1, 2021**

**LANDMARK UNIVERSITY STUDENT COUNCIL**

**LANDMARK UNIVERSITY MULTIPURPOSE HALL**

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**ARTICLE 1**

**LANDMARK UNIVERSITY STUDENT HALL OF RESIDENT**

Resident life of University students is a community life. It is an ideal place where a student's moral character and conduct can be molded. The Landmark University Student Hall of Residence Executives Handbook contains necessary information on rules, regulations, functions and instructions guiding all members of the Landmark University Student Hall of Residence Executives, which comprises of the Hall secretary, Wing Representatives and Floor Representatives. The main essence of this hand book is to make the Student Hall of residence executives understand their functions , facilitate good administration in the student hall of residence and how to discharge their duties appropriately, this hand book also carried specific rules and regulations to see to the affairs of the executive.

**ARTICLE 2**

**INTRODUCTION TO THE LANDMARK UNIVERSITY STUDENT HALL OF RESIDENCE**

Landmark University student residence is made up of 8 Halls of residence, this arm is under the Landmark University Directorate of Student Affairs.

Respective student hall of residence:

* DANIEL HALL
* DORCAS HALL
* ABRAHAM HALL
* SARAH HALL
* JOSEPH HALL
* DEBORAH HALL
* ABIGAIL HALL
* ISAAC HALL

These student halls of residence have their Student Hall Representative which is under the Landmark university student council which is answerable to the Landmark University Directorate of Students Affairs.

**ARTICLE 3**

**PURPOSE OF THE LANDMARK UNIVERSITY STUDENT HALL OF RESIDENCY EXECUTIVE**

* To assist respective Hall representative in carrying out activities and administrative assignments in the Landmark University Student Hall of Residence.
* Serve as a link between the hall representative and students on their floor and blocks in the Landmark University Student Hall of Residence.
* To report urgent issue to the Hall Representative as it may concern students welfare and well-being in the Landmark University Student Hall of Residence.

**ARTICLE 4**

**MEMBERS OF THE LANDMARK UNIVERSITY STUDENT HALL OF RESIDENCE EXECUTIVES**

* HALL SECRETARY
* WING REPRESENTATIVE
* FLOOR REPRESENTATIVE

**ARTICLE 5**

**5.1 SELECTION PROCESS**

* All interested student will be asked to register and pick a form at the office of the Vice Chairperson Male / Female (in charge of student residency).
* Selection of Hall secretary and wing representative will be done by the Vice Chairperson male / female (in charge of residency) together with the Student hall of residence representatives.

**5.2 QUALIFICATION AND ELIGIBILITY**

* Must be a student of Landmark University
* Be of Good academic standing
* Must be of good moral, character after screening by the Directorate of Student Affairs.
* Must be committed to the vision of the University and to the Core values of the University
* Have Leadership quality
* Must be ready to serve

**ARTICLE 6**

**DUTIES OF MEMBERS OF THE LANDMARK UNIVERSITY STUDENT HALL OF RESIDENCE EXECUTIVE**

**6.1 HALL SECERTARY**

The Hall Secretary shall:

1. Be responsible to the Hall representative LUSC.
2. Serve as an assistant to the Hall representative.
3. Have oversight over the wing reps.
4. Be responsible for the compilation of reports submitted by the wing reps weekly.
5. Be in charge of meeting scheduling and time reminder to the wing reps and floor reps.
6. Be responsible for getting refreshments for our meetings with any other wing reps assigned.
7. Take minutes of every meeting held together with any wing rep assigned by the Hall rep.
8. Be responsible with the wing reps for directing social activities and tutorials in the Hall of residence.

**6.2 WING REPRESENTATIVE**

The wing Representative Shall:

1. Be responsible to the Hall rep through the hall secretary.
2. Have oversight over the floor reps.
3. Ensure that sanitation is properly carried out on their wings by the floor reps.
4. Report any strange activity or cases of misdemeanor on their wings immediately to the Hall rep through webmail or other means possible.
5. Be Responsible for compilation of weekly reports submitted by the floor reps, which must be sent to the Hall secretary webmail within the period communicated
6. Be Responsible for writing of memos for their blocks concerning issues of maintenance and other suggestions that may have in achieving the council’s vision. The memos should be addressed to the CHAIRMAN LUSC/VCM through the hall rep and secretary.
7. Assume administrative leadership role over their respective wings.
8. Oversee the activities of students in their wings and help them grow morally and emotionally.
9. Mobilize and supervise, daily, the general hygiene of their wings.
10. Mobilize students in their wings to respond to calls from hall representative/student affairs.
11. Disseminate information from the Hall representative to students in their respective wings.
12. Promptly mobilize students in their wings to all University General Assemblies and to other community and social gatherings of the university.
13. Keep an update record of all the occupants.
14. Ensure that the University Rules and Regulations are upheld by their wing mates.
15. Report promptly, any incident that requires urgent attention/intervention, such as medical, misconduct, etc. To the Hall representatives or Hall officers.
16. In the absence on wing ministers, effectively coordinate the implementation of the Bible study programms.
17. In the absence of wing Ministers, collate and submit attendance records after Bible study secretary.

**6.3 FLOOR REPRESENTATIVE**

The floor Representative shall:

1. Be responsible to the hall rep through the hall secretary and wing reps.
2. Ensure the proper co-ordination of activities on the floor e.g. sanitation.
3. Write weekly reports of the activities that occurred on the floor.
4. Report any case of misdemeanor or unusual movements directly to the Hall rep.
5. Be concerned with routine visitations to floor members, caring about their welfare.
6. Keep proper record of repairs needed and should be submitted to the wing reps.
7. Partner with floor ministers for morning devotion and Foundation for Fortune(FFF).
8. Organize Hospital visitation of their floor members.
9. Be responsible to their wing reps.
10. Assume administrative leadership role over their respective floors.
11. Oversee the activities of students on their floors and help them to grow morally and emotionally.
12. Mobilize and supervise, daily, the general hygiene of their floors.
13. Mobilize students on their floors to respond to calls of Hall representatives/students affairs.
14. Disseminate information from the hall representatives to students on their respective floors.
15. Promptly mobilize students on their floors to all university general assemblies and to other community and social gatherings of the university.
16. Keep an update record on all their floor occupants.
17. Ensure the university Rules and Regulations are upheld by their floor mates.

**ARTICLE 7**

**EXPULSION/ SUSPENSION**

* This shall be the removal of any member of the Landmark University Student Hall of Residence from their position due to misconduct and misbehavior.
* Decision for expulsion or suspension will be based on the gravity of the offence.
* Decision will be made and concluded upon by the Vice Chairperson Male or Female (in charge of residency) and the Hall representative in a disciplinary meeting.
* The Hall executive to be expelled or suspended will be summoned to the disciplinary meeting.

**ADEDOKUN OLAJIRE DAMILOLA**

*Vice-Chairperson Male, LUSC 2020/2021*