

Academy:	Universal Academy	Date:	
<h2 style="text-align: center;">SG EXECUTIVE COMMITTEE MEETING MINUTES</h2>			
<p>A meeting of the SG LEGISLATIVE ASSEMBLY of _____ Academy was held on Date _____ in ROOM _____ . At the meeting, the following were reviewed and approved:</p>			
<u>CALL TO ORDER BY:</u>		Time:	AM/PM
<u>EC MEMBERS ATTENDANCE</u>			
<u>ROLL CALL BY:</u>		Time:	AM/PM
<u>MEMBERS:</u>	LName	FName	
		<u>PRESENT</u>	<u>ABSENT</u>
1. President:			
2. Vice President:			
3. Assistant to Vice President			
4. Secretary:			
5. Treasurer:			
6. Parliamantarian			
7. Media Officer			
8. Public Relations Officer			
9. Historian			
Also present:			
RESOLUTIONS DATA BASE			
ADJOURNMENT			