

Richard Nixon Presidential Library
White House Special Files Collection
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
4	4	12/12/1969	Letter	Letter from Thomas W. Bewley to Rose Mary Woods re: additional information on Whittier College and the Nixon Insitution. 2 pg.
4	4	11/25/1969	Report	By-laws of Whittier College. 13 pg.
4	4	12/04/1969	Letter	Letter from Thomas W. Bewley to Rose Mary Woods re: enclosed information for RN concerning Whittier College. 1 pg.
4	4	12/04/1969	Letter	Letter from Thomas W. Bewley to RN concerning College Presidential Selection Committee.
4	4	n.d.	Report	Whittier College Presidential Profile and Insitutional Profile. 4 pg.
4	4	n.d.	Report	Quotes from presidents of colleges concerning the Presidential Selection Committee. 3 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
4	4	n.d.	Report	List of presidential nominees. 7 pg.
4	4	02/04/1969	Letter	Letter from Peter Wyden to Rose Mary Woods re: president's ok on re-printing of the 1968 preface to "My Six Crises". 1 pg.
4	4	02/10/1969	Letter	Letter from Rose Mary Woods to Peter Wyden re: conversation about re-printing the 1968 preface to "My Six Crises". 1 pg.
4	4	01/27/1969	Memo	Memo from Jay Wilkinson to Rose Mary Woods re: requested Doug Hofe to remove desk in TV room in RN's apartment at 810 Fifth Avenue. 1 pg.
4	4	04/30/1969	Memo	Memo from Rose Mary Woods to RN re: Jules Witcover planning to do book on RN's comeback. 1 pg.
4	4	04/22/1969	Letter	Letter from Jules Witcover to Rose Mary Woods re: book on RN's comeback. 1pg.
4	4	07/07/1969	Memo	Telephone call to Herbert Hoover, Jr. recommended by Rose Mary Woods re: next year's Bohemian Grove. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
4	4	04/23/1969	Memo	Telephone call to Herbert Hoover, Jr. recommended by Rose Mary Woods re: recurrence of cancer of the liver per a note received from Walter Trohan. 1 pg.
4	4	09/22/1969	Memo	Telephone call to Earl Adams recommended by Rose Mary Woods re: express appreciation in handling RN's mother's estate, Nixon Foundation. 1 pg.
4	4	05/30/1969	Letter	Envelope to RN family from Henry F. Tennant. 1 pg.
4	4	03/29/1969	Memo	(author and recipient unknown) re: Walter Trohan (Chicago Tribune) called about RN asking him to take Gerry Ford to the Bohemian Grove. 1 pg.
4	4	03/30/1969	Letter	Letter from Walter Trohan (Chicago Tribune) to RN re: meeting Gerald Ford as a guest at Caveman. 1 pg.
4	4	04/20/1969	Letter	Letter from Walter Trohan (Chicago Tribune) to Rose Mary Woods re: Gerald Ford turned down the invitation to Bohemian Grove. 1 pg.
4	4	02/26/1969	Letter	Letter from C.G. Rebozo to Rose Mary Woods re: enclosed letter about sending RN's handkerchief to Mallorca. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
4	4	02/18/1969	Letter	Letter from Casa Bonet to C.G. Rebozo re: RN's sample handkerchief. 1 pg.
4	4	10/20/1969	Letter	Letter to Carl F. Roepke (Hall-Roepke Company), recipient unknown, re: donation original news release of October 25, 1962 to Nixon Library. 1 pg.
4	4	10/26/1969	Newsletter	Remarks by RN at "Win with Nixon" rally in San Mateo (October 25, 1962). 2 pg.
4	4	n.d.	Other Document	Note from Ward L. Quaal to Rose Mary Woods. 1 pg.

BEWLEY, LASSLEBEN, WHELAN & MILLER

THOMAS W. BEWLEY
HENRY L. KNOOP (1890-1965)
WILLIAM M. LASSLEBEN, JR.
MARTIN E. WHELAN, JR.
EDWARD L. MILLER
JOHN W. SCHOOLING

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FRANK G. SWAIN
OF COUNSEL

December 12, 1969



Dear Rose:

From a telephone conversation received this morning from Chris Cross, we understand that you want some additional information on Whittier College and the Nixon Institution, etc. On the two items on which you requested information, I can advise you as follows:

1. Enclosed is a copy of the Amended By-Laws which were adopted by the Board of Trustees and set forth the creation and operation of the Nixon Institution. As you can see, this is wholly under the direction of the Board of Trustees of the College.

Yesterday, the Finance Committee met and we have decided and are recommending to the Executive Committee, which meets Monday, that there will be one financial operation of the College and not a separate bank account for the Institution. It is all going to be under our Treasurer and Controller and the Director of the Institution will be subject to the same rules and regulations as the President of the College. This is going to hurt some feelings but we begin to see that a successful operation requires this.

2. Information concerning the nature, purpose and extent of the Nixon Institution has not been completed as yet. The Trustees had requested this information sometime ago but Paul Smith advises us that the architects have not submitted a rendering of the new building which we propose on the campus and he has not completed the brochure setting up the information which we wanted on the Institution. I had a meeting with John Stauffer at the University Club last week with Paul there, at which meeting we pressed very hard to have this completed within the next two weeks or thirty days. As soon as something is available you can be sure that I will send it to you. I am just as distressed as anybody that it is taking this long to produce it.

For your information, and I hope you will treat this confidentially, I am having a meeting this afternoon with Paul Smith to advise him of the necessity for some reorganization and deadlines on the production of materials. There is much emotion in this, as you can well understand, but frankly, the success of the Institution and the College requires first class attention and production and while I love Paul like a brother, I must take some radical action on the part of the Trustees this afternoon to insure the success of the project. I am well aware of how the President feels on these matters and I think I have the backing of the Board of Trustees and the Finance Committee in what will possibly transpire this afternoon.

The Executive Committee of the Trustees, which has power to act, is meeting Monday afternoon and this whole item will be one of our important suggestions of discussion. I shall call you next week and give you a personal account of the situation.

This whole process has been slow, but it has been done and with few crushed feelings or difficulties. We have come out of this transition with a united faculty and student body with a tremendous spirit and Dr. Case, the acting President, told me just today that he has never seen a college with such vigor and new life as there is on the Whittier Campus. If the President could only sense this I am sure he would be happy in what is transpiring and what we will come out with in the next six months.

If this is not the information you wanted, do not hesitate to call me and we will get anything you want in that regard.

As ever,

A handwritten signature in cursive script, appearing to read "Tom", with a horizontal line above the letters.

Thomas W. Bewley

TWB/tdj

Miss Rose Mary Woods
Executive Secretary to The President
The White House
Washington, D. C.

BY-LAWS
of

WHITTIER COLLEGE

NOVEMBER 25, 1959
Amendments dated as adopted.

ARTICLE I

Name

Section 1. The name of this corporation shall be Whittier College.

ARTICLE II

Board of Trustees

Section 1. Membership and Powers. All the powers of this corporation shall be vested in and exercised by a Board of Thirty Trustees, not less than ten of whom shall be members of the Society of Friends. Six Trustees shall be elected at each annual meeting of the Board of Trustees to hold office for the term of five years and until their successors shall have been elected and qualified.

Section 2. Honorary Board Members. Honorary Members of the Board of Trustees may be elected from time to time and in such numbers as the Board may deem wise. Honorary members may attend all regular Board meetings and take part in discussion of matters pertaining to the interests of Whittier College. They may not make or second motions, vote, or be included in determining a quorum of the Board.

Section 3. Annual and Regular Meetings. The Board of Trustees shall meet in annual session at 10:00 a.m. on the last Monday in November; the Board of Trustees also shall hold regular meetings on the last Monday of February, May and August at the hour of 3:30 p.m.

Section 4. Special Meetings. Special meetings shall be called by the Secretary on request of the President of the Board or of three members of the Board or of the President of the College.

Section 5. Place of Meetings. All meetings shall be held at the office of the President of the College unless otherwise directed by the President of the Board or by the Board of Trustees.

Section 6. Quorum. Ten members of the Board shall constitute a quorum at all meetings of the Board, but a lesser number than ten may adjourn any meeting from time to time until a quorum is present.

Section 7. Notices. Notices of all regular and special meetings of the Board shall be mailed to each of its members by the Secretary at least five days prior to the date of each such meeting.

Section 8. Removal of Trustee. A Trustee may be removed for cause at any time after due hearing by an affirmative vote of two-thirds of the entire Board of Trustees.

Section 9. Rules and Order of Business. General Parliamentary Rules, as modified by rules and regulations of the Board, shall be observed in conducting the business of the Board. The following shall be the regular order of business at each meeting of the Board, but the rules of order may be suspended and any matter considered or postponed by action of the Board:

1. Call to order.
2. Prayer.
3. Approval of minutes.
4. Unfinished business.
5. Report of Secretary.
6. Report of Treasurer, Business Manager.
7. Report of Standing Committees.
8. Report of special committees.
9. Election of Trustees and Officers of the Board.
10. Report of the President of the College.
11. New business.
12. Adjournment.

ARTICLE III

Officers of the Board

Section 1. Election of Officers. At the annual meeting, after the election of the Board of Trustees, the Board shall proceed to organize by electing the following officers to serve for one year, or until their successors have been elected and shall have qualified: A President, First Vice-President, Second Vice-President, Secretary, Treasurer, and such other officers as may from time to time be determined upon by the Trustees. The President, First Vice-President, Second Vice-President, and Treasurer shall be chosen from among the members of the Board. During the incapacity of an officer or the vacancy of an office, a duly elected officer of the Board may be elected to acting status.

Section 2. Vacancies. In the event of a failure for any reason so to elect any or all of said officers, or in case any vacancy occurs in said offices from any cause, then an election may be held to fill such vacancy at any regular or special meeting, provided that notice of such election has been given in the notice of meeting.

Section 3. President of the Board. The President of the Board shall preside at the meetings of the Board, and shall discharge the duties which ordinarily pertain to his office. He shall sign all diplomas and other documents required by law or necessity and not otherwise authorized to be signed by the Board.

Section 4. Absence of the President. In the absence or disability of the President of the Board, the First Vice-President shall perform all of the duties of the President. In the absence or disability of the President and the First Vice-President, the Second Vice-President shall perform all the duties of the President; and in the absence of the Second Vice-President, a chairman of one

ARTICLE III (Continued)

of the standing committees, order determined by the statement of those committees in the By-Laws, shall perform all the duties of the President.

Section 5. Secretary. The Secretary shall perform the duties usually pertaining to his office. He shall be responsible for all minutes of all meetings of the Board and their prompt transmittal to each Trustee.

He shall see that all bonds required of officers and employees of the College for the faithful performance of their duties are filed in his office. He shall have the custody of the corporate seal and shall with it attest all documents requiring a seal.

Section 6. Assistant Secretary. An Assistant Secretary may be appointed by the Board. Except as specifically limited by vote of the Board, he shall perform all the duties of the Secretary in the absence or disability of the Secretary; and shall perform such other duties as the Board may direct.

Section 7. Treasurer. The Treasurer shall deposit all moneys of the College in such bank or depository as shall be designated by the Board of Trustees, and shall disburse the same only on bills first approved by the Business Manager and on voucher checks carrying the signatures of such officers of the College as may from time to time be authorized.

The Treasurer, subject to the order of the Board, also shall have the care, custody and collection of all bonds, mortgages, deeds of trust, and other evidences of property, except as the Board of Trustees may otherwise order. He shall keep proper books of account showing all receipts and expenditures in detail and also investment books showing the exact character, condition and number of each bond, loan and investment and any other record the Board of Trustees may determine is necessary for the proper conduct of its business. He shall perform such other duties as may be prescribed from time to time by the Board of Trustees.

The Treasurer shall countersign all checks or demands for the payment of money drawn on college funds after the same have been signed by the President or authorized officer.

The Treasurer shall give bond in such sum and with such sureties as the Board of Trustees may approve for the faithful discharge of the duties of his office.

The Treasurer may, by written appointment filed with the Secretary, delegate the performance of the duties of his office to the Business Manager.

ARTICLE IV

COMMITTEES OF THE BOARD

Section 1. Standing Committees. There shall be ten standing committees of the Board of Trustees, namely:

1. Executive Committee.
2. Finance Committee.
3. Faculty and Officers Committee (Instruction Committee).
4. Grounds and Buildings Committee.
5. Nominations Committee.
6. Legal Committee.
7. Board of Athletic Control.
8. Joint Social Committee.
9. Advisory Committee.
10. Poet Theater Council.

ARTICLE IV (Continued)

Section 2. Appointment of Committees. The Standing Committees, except the Executive Committee, shall be appointed by the President of the Board immediately after the annual meeting. These committees shall serve until their successors are appointed. In making the appointments, the President shall designate the Chairman and Vice-Chairman of each committee except for the Executive Committee.

Section 3. Records of Committees. The records of the actions of each committee shall be kept by the Secretary of the Committee, and shall be reported in writing to the Board at its next meeting.

Section 4. Committee Meetings. Three members of any standing committee except the Executive and Finance Committees shall constitute a quorum. Meetings of any standing committee shall be called by the Chairman of the Committee, by the President of the Board, or by the President of the College.

Section 5. Executive Committee. The Executive Committee shall consist of nine or more members. The President and First Vice-President of the Board of Trustees shall be ex-officio members of the Committee. The other seven or more members shall be elected by the Board from the members of the Board at its annual meeting.

The President of the Board shall be Chairman of the Executive Committee unless he finds it inconvenient or inexpedient for him to act. In that case, the Committee shall elect its own Chairman.

The Executive Committee shall have authority to transact for the Board such business as shall need attention during the intervals between regular sessions of the Board of Trustees. It shall make formal report of its actions to the next regular meeting of the Board.

Section 6. Executive Committee Quorum. A majority of the Executive Committee shall constitute a quorum for the transaction of business.

Section 7. Finance Committee. The Finance Committee shall consist of five or more members of the Board of Trustees, a majority of whom shall constitute a quorum. The President of the Board of Trustees and the Treasurer of the College shall be members of the Finance Committee. It shall be the duty of the Finance Committee in accordance with the policies of the Board of Trustees to supervise the making of investments of all College funds. No investment, purchase, or sale for the account of endowment funds of the College shall be made without the approval of the Finance Committee; provided, however, that the Finance Committee may at its discretion delegate to a sub-committee of three or more of its own members full power to purchase and sell any securities including stocks and bonds owned by the College. For purposes of establishing the authority of said sub-committee, the Chairman of the Finance Committee shall certify to the appointment, identity and authority of such sub-committee.

The Finance Committee shall provide for the making of a budget for the following year which shall be submitted to the Board of Trustees for its consideration and adoption at the May meeting. The budget shall include an itemized statement of the probable income of the College available for its expenses and shall indicate the sources from which the income is to be derived. It shall also give an itemized list of the estimated expenses of the year. The budget as and

when approved by the Board shall be the authority for incurring expenditures. Requisitions upon authorized budget appropriations shall be made by the administrative officers of the College and heads of departments for materials, supplies, etc., before any expenditure is incurred. Such expenditures shall at all times be subject to review and audit by the Finance Committee.

The Finance Committee also shall provide for an annual audit of the books of account and securities of the College, and a written report of the financial condition of the College shall be prepared at the end of the fiscal year.

The Finance Committee shall have jurisdiction over the granting of scholarships and student credits, the number thereof and the amounts thereof. It shall submit to the Board of Trustees in writing regular reports showing scholarships and student credits granted, appraisals for all loans made and a report at least once a year showing the condition of all annuities and endowments, also an operating and financial statement showing the general financial condition of the College.

In case of any conflict of the duties of the Treasurer and Business Manager, the Finance Committee shall resolve the conflicting duties of each officer.

Section 8. Faculty and Officers Committee. The Faculty and Officers (Instruction) Committee shall consist of five members of the Board of Trustees. The Dean of the College shall be an ex-officio member of the Committee. The Committee shall consider all changes in the instructional staff proposed by the President of the College and shall make written recommendations to the Board of Trustees regarding the same.

Section 9. Grounds and Buildings Committee. The Committee of Grounds and Buildings shall consist of five members of the Board of Trustees and shall exercise supervision over the care and control of all grounds, buildings, and equipment of the College. It shall once a year, or as often as is necessary, inspect said buildings, grounds and equipment and report to the Board the condition of the same, recommending such expenditures as in its judgment should be made to keep them in good condition. Report of its inspection shall also be made at the budget preparation meeting of the Finance Committee in order that its recommendations may be considered by the Finance Committee in preparing the annual budget. It shall be its duty to see that the buildings and property of the College are adequately insured.

The Committee shall investigate and determine the need for any buildings and shall report to the Board recommending suitable sites. It shall be responsible for the preparation of plans and specifications of such new buildings as the Board may determine upon, shall recommend to the Board the contractor or builder to be employed, and shall see that all contracts are properly executed.

Section 10. Nominations Committee. The Nominations Committee shall consist of five members of the Board of Trustees. This Committee shall be charged with the responsibility of recommending nominees for the Board of Trustees, officers of the Board, and members of the Executive Committee. Nominations to the Board shall be approved by the Executive Committee before being submitted to the Board of Trustees.

Section 11. Legal Committee. The Legal Committee shall consist of three members of the Board of Trustees. To this Committee shall be referred all proposed contracts, resolutions, and minute entries relating to property, financial and corporation matters, and such other matters as the Board of Trustees may order.

ARTICLE IV (Continued)

Section 12. Athletic Board of Control. The Athletic Board of Control shall consist of two members of the Board of Trustees, two of Faculty, one from the Alumni, and two from the Associated Student Body. The Athletic Board shall supervise the athletic activities of the College under rules (recommended by the faculty and approved by the Board of Trustees as well as) all of its expenditures under their budget appropriations.

Section 13. Joint Social Committee. The Joint Social Committee shall consist of two members of the Board of Trustees, two of the Faculty, two from the Associated Student Body, and one from the Administration. The Joint Social Committee shall approve in advance and supervise all student social activities, and shall encourage cultural functions to fit the needs of all students.

Section 14. Advisory Committee. The Advisory Committee shall consist of the President of the Board of Trustees (who shall serve as Chairman of the Committee) the Chairman of the Faculty and Officers Committee, the President and the Dean of the College, and three members of the Faculty appointed by the President of the Board upon nomination by the Faculty. This Committee may be called upon to act in an advisory capacity in matters pertaining to faculty appointments, college policies, and issues, which may arise between Board, Faculty and members of the Student Body.

Section 15. Poet Theater Council. The Poet Theater Council shall consist of one member of the Board of Trustees appointed by the President of the Board of Trustees, one member of the Faculty (not in the Speech and Drama Department) appointed by the President of the College, one student appointed by the Executive Committee of the Associated Student Body, and the Director of the Poet Theater who shall serve as Chairman.

ARTICLE V

President of the College

Section 1. Duties of President of the College. The administrative officer of the College shall be the President who shall exercise broad and inclusive powers. He shall be elected by and serve at the pleasure of the Board of Trustees. The President of the College shall be an ex-officio member of the Board of Trustees and of all Board Committees. He shall be the head of all educational departments of the College, giving such supervision and direction thereof as will promote their efficiency. He shall preside at the meetings of the Faculty and shall be the official medium of communication between the Faculty and the Board of Trustees, and between the students and the Board. He shall have general charge of the raising of money for endowment and buildings. He shall be responsible for the overall management of the College and for carrying out the measures agreed upon by the Board of Trustees and for the administration of such measures concerning the internal administration of the College as the board may direct, or the Faculty may determine under the authority committed to it by the Board. In the discharge of his responsibility for the internal administration of the College he shall also supervise and direct the work of the Business Manager. The President of the College shall have veto power of the action of the Faculty, subject to review by the Board.

ARTICLE V (Continued)

The President of the College shall make an annual written report to the Board of Trustees of the work and condition of the College and from time to time he shall report to the Board upon the condition of the College and shall present for its consideration such measures as he shall deem necessary or expedient for the welfare of the College.

With the assistance of the Business Manager, the President of the College shall prepare an annual budget to be presented to the Finance Committee for examination and approval prior to the May meeting of the Board of Trustees.

Section 2. Vacancy in Office of President. In case of vacancy in the office of the President of the College, or of the absence of the President, or of his inability to serve, the Board of Trustees shall appoint an acting President of the College.

ARTICLE VI

Dean of the College

Section 1. Duties of the Dean. The Dean of the College, upon the recommendation of the President of the College, shall be elected by and serve at the pleasure of the Board of Trustees and of the President of the College to whom he is directly responsible. His duties shall be as follows:

(a) To assist the President of the College in all phases of academic administration of the College; including the handling of details of internal administration.

(b) To perform the duties and have the powers of the President of the College during the absence or disability of the President, unless and until the Board of Trustees shall have appointed an Acting President of the College.

(c) To act as chairman of all meetings of the Faculty when the President of the College is not in attendance.

(d) To direct and advise students.

(e) To interview students on academic matters and decide questions concerning academic standards.

(f) To lead the Faculty in the educational program of the College.

(g) To supervise the College curriculum.

(h) To confer with the Faculty concerning educational objectives.

ARTICLE VII

Business Manager

Section 1. Duties of Business Manager. The Business Manager, upon the recommendation of the President of the College, shall be elected by and serve at the pleasure of the Board of Trustees and of the President of the College to whom he is directly responsible. His duties shall be as follows:

(a) He shall have the management of the College plant including general supervision over the college commons and the college bookstore.

(b) He shall be responsible for the economical purchase of all supplies and materials and see that all contracts referred to him by the College President or the Board shall be faithfully executed.

ARTICLE VII (Continued)

(c) In all matters related to the investment properties of the College, whether real, personal or mixed and wheresoever related, the Business Manager shall execute the recommendations of the President of the College and of the Board of Trustees and he shall further see that no officer or member of the Board shall have any interest whatever, direct or indirect, in such investments.

(d) He shall collect and receive all moneys from gifts, bequests, or otherwise, for the benefit of the College, and all fees and money from any source due the College.

(e) He shall supervise the books of account and shall exercise a general supervision over all accounts of officers and employees of the College which have to do with the receipt or disbursement of funds. He shall supply the Board or the President of the College with such statements as may be required of him, or such as are needed to show the financial condition of the College.

(f) He shall examine all accounts, claims and demands against the College, and no money shall be disbursed unless the amounts be found correct and within the provision of the budget, or the Board of Trustees authorization. If, upon the examination of any account he shall doubt its correctness or find the appropriation or provision insufficient, he shall submit the account to the President of the College and to the Finance Committee for decision.

(g) The Business Manager shall give a bond in favor of the College for a faithful performance of his duties in such sum as may be fixed by the Board, with some responsible surety company, premium to be paid by the College.

(h) He shall see that all officers and employees in all departments of the College having custody of or responsibility for funds and securities shall furnish bonds in such amounts as shall be determined and fixed by the Finance Committee; and it is also hereby provided that all premiums thereon shall be paid by the College.

(i) The Business Manager shall at all time collaborate with the President of the College on matters relating to the administration of the College plant in order that the College may be administered with efficiency and in full accord with the policies determined by the Board of Trustees.

ARTICLE VIII

The Faculty

Section 1. The Faculty. The Faculty shall consist of the President of the College, the Deans, the Chief Administrative Officers, members of the teaching staff with the rank of Instructor or above and any others, (lecturers, associates, and so forth) who, in the judgment of the Advisory Committee, shall enjoy the rights and privileges of faculty status. The regular instructional staff shall consist of the following ranks: the professor, the associate professor, the assistant professor, and the instructor. Only persons with the rank of instructor or above shall be entitled to vote at the meetings of the Faculty.

Section 2. Meetings. The Faculty shall meet monthly during the College sessions, and shall appoint a Secretary who shall keep a record of its meetings. They shall make such rules of procedure and provide for such Committees as may be expedient.

ARTICLE VIII (Continued)

Section 3. Requirements for Admissions, Graduation, Degrees, Discipline.

The faculty shall prescribe, subject to the approval of the Board of Trustees, requirements for admission, courses of study, conditions of graduation, the nature of degrees to be conferred, rules and methods for the conduct of the educational work of the College, and shall recommend to the Board candidates for degrees, persons to receive the awards of fellowships, scholarships and prizes, and candidates for honorary degrees and shall investigate all cases of misconduct of students, or violations of the rules of the College by students, and through the President and Deans shall administer such discipline as the circumstances require. They shall prescribe rules for the regulation of student publications, athletics, inter-collegiate games, musical, dramatic and literary clubs, and other student affairs.

Section 4. Honorary Degrees Committee. The Honorary Degrees Committee shall consist of four members of the Faculty. This Committee shall be governed by the following rules:

(a) Honorary degrees may be conferred at commencement, at the inauguration of a President of the College, and upon such other occasions as may receive the approval of at least two-thirds of the Board of Trustees.

(b) No honorary degrees shall be conferred unless the Committee shall have reported favorably upon the same at a meeting of the Board previous to the meeting at which it is voted to confer the degree.

(c) Not more than one person shall receive the degree of LL.D., L. H. D., Sc. D., or D. D. at any one time, except by consent of two-thirds of the Board of Trustees.

(d) In order to be conferred at commencement, all nominations for honorary degrees must be presented to the Board not later than February previous, and, except by consent of two-thirds of the Board of Trustees, must be voted upon not later than May.

(e) When an honorary degree has been voted, the acceptance of the recipient must be obtained before the degree shall be publicly announced.

(f) When honorary degrees are announced, there must be in connection with the announcement, a statement of the nature of the attainments or services for which each degree has been conferred.

ARTICLE IX

The Richard Nixon Institution of Human Affairs

Section 1. There shall be and there is hereby created and set up as an affiliate of Whittier College, a separate and distinct department to be known as THE RICHARD NIXON INSTITUTION OF HUMAN AFFAIRS.

Section 2. Purpose. The Richard Nixon Institution of Human Affairs is to be a teaching, research, publication, and broadcasting (radio, television, and other mass media) center dedicated to the principle of human justice and the principle of competition in recognition that this combination provides the political climate in which free enterprise may live and breathe.

Section 3. Status. The Richard Nixon Institution of Human Affairs is an affiliate within the framework of Whittier College. It is intended that the Institution will be self-supporting from gifts, endowments and tuition. There is mutual intention that the Institutions will lend mutual strength to each other. The integration of the Institution into the legal structure of Whittier College and the provision of joint services together with the availability of physical facilities will not only expedite the mission of the Institution but will increase its efficiency and effectiveness.

Section 4. Director of the Institution. The administrative officer of the Richard Nixon Institution of Human Affairs shall be the Director who shall have and exercise broad and inclusive powers. In the development and operation of the Institution always reflecting the need for efficiency and forward movement he shall have, among others, the following powers and duties which are not exclusive:

- a) Recommend the appointment to and the supervision of the staff and faculty of the Institution;
- b) Direct and supervise the library function of the Institution, including the determination of the character of materials to be sought and included in the library;
- c) Direct and supervise the research and publication program of the Institution;
- d) Direct and supervise the mass media programs of the Institution which may include radio and television;
- e) Prepare and administer the annual budget of the Institution;
- f) Direct and supervise the support programs of the Institution.

The director shall be elected by and serve at the pleasure of the Board of Trustees of the College. He shall receive such salary and expense account as shall be directed by the Board of Trustees in its budget from time to time. He shall be an ex officio member of all Boards of Committees of the Institution. He shall also be an ex officio member of the Board of Trustees of Whittier College and shall be entitled to attend all meetings of the Board and participate in the discussion and deliberation of the Board of Trustees of the College.

Section 5. Governance. The Richard Nixon Institution of Human Affairs shall be subject to the ultimate control of the Whittier College Board of Trustees, but to assure the maximum of autonomy, the Institution shall be operated by a Trustee Committee consisting of five Trustees of Whittier College, including the President of the Board of Trustees, designated as the Nixon Institution Committee, a standing committee of the Board.

a) Members of the Nixon Institution Committee shall be nominated by the Director of the Institution and shall be appointed to the Committee by the President of the Board of Trustees. The Committee shall be appointed annually at the same time other officers and committees are appointed and as provided in the by-laws of the College.

b) The Nixon Institution Committee shall have the general oversight of the operation of the Institution and shall report to the Board of Trustees at the pleasure of the latter.

c) The Director shall annually prepare and present a plan and program for the operation of the Institution, which shall be submitted to the Nixon Institution Committee for approval. When approved, the same shall be forwarded to the Board of Trustees of the College for approval. Upon the approval of the plan and program the same shall be carried into effect by the Director.

d) The Director shall annually prepare a budget for the operation of the Institution and shall submit the same to the Nixon Institution Committee for approval. Upon the approval of such budget, the same shall be forwarded to the Board of Trustees of the College for approval. Upon the approval of such budget by the Trustees, the same shall constitute the operating budget for the Institution and thereafter the Director shall be entitled to operate the Institution in accordance with the terms and conditions of the budget.

e) A member of the Nixon Institution Committee may be removed for cause at any time after due notice by an affirmative vote of two-thirds of the committee and upon such removal the President of the Board of Trustees shall appoint a new member from the Board of Trustees to replace the removed member.

f) All funds raised by the Director, the Advisors, or others, and funds which may be given and designated for use of the Institution, shall be deposited in a separate bank account, in the name of The Richard Nixon Institution of Human Affairs. Any funds withdrawn from said account shall be by check signed by the Director of the Institution, and any one of the following: Chairman of The Nixon Committee; Vice-Chairman of the Nixon Committee; or any other Committee member. Two signatures shall be required on any check withdrawing funds from such account. Funds of the Institution may be invested as directed by the Nixon Institution Committee.

g) In accounting, all gifts made to the Institution shall be so shown on its books of account and all expenditures therefrom shall be so shown. Any funds given to the Institution for special purposes shall be so shown and used in accordance with the gift. All funds of the Institution shall be carried in the annual budget of the College but under separate headings. Physical and financial assets of the Institution shall be shown as assets of the College but carried under separate headings.

Section 6. Board of Advisors. There is hereby created and the Institution shall have a Board of Advisors, consisting of not more than 21 members, which shall be known as the Nixon Institution Board of Advisors. Such board shall be influential American citizens who need not be members of the Board of Trustees of Whittier College, who are interested in advancing the aims and purposes of the Institution. They shall be nominated by the Director of the Institution (and the President of the Board of Trustees of Whittier College) and approved by the Nixon Institution Committee. The Nixon Institution Committee shall set the terms of office of the Advisors if it so desires and stagger the terms, so that there will be continuity in the personnel of the Board of Advisors.

Section 7. Institution Associates. The Director of the Nixon Institution is authorized to create a support organization known as Associates of the Nixon Institution of Human Affairs. Such organization shall be made up of those persons, firms and corporations who shall support the purposes of the Institution by annual gifts of not less than \$1500 per year.

- a) The Associates shall be entitled to receive selected publications of the Institution and participate in special affairs of the Institution of particular interest to them.

Section 8. Teaching and Research Staff. The objectives of the Nixon Institution shall be especially implemented by the establishment of named and endowed chairs in economics, political science, and history within the Institution. These are to be occupied by distinguished scholars or personages with other unique credentials for furthering the basic purpose of the Institution. They may hold a teaching and/or research position in the Institution by temporary appointment or on the basis of permanent appointment but without tenure. The Director shall employ all staff and "faculty" members with approval of the Trustee Committee and the Board of Trustees.

- a) Members of the teaching and research staff shall be deemed "faculty" of the Institution and not members of the faculty of the College. Their obligation may include teaching one course or a seminar or both in appropriate departments of the College and by arrangement of the Director with the department chairman involved and the President of the College. This does not preclude comparable arrangements being made independently with other educational institutions.
- b) The Director and Faculty of the Institution shall cooperate with the President and Faculty of the College in setting requirements for courses of study and grades or degrees or honors which may be conferred upon students taking work directly in the Institution. College credit shall be given for studies taken in the Institution but only such credit as may be agreed upon by the Director of the Institution and the President of the College.
- c) Such arrangement does not preclude scholarship or tuition-paying students taking work in the Institution independently of Whittier or any other institutions with whatever academic recognition such institution may elect to grant.
- d) Recognizing the smallness of the staff and the intimacy of operation, such faculty organization as may exist shall be loose and minimal. However, the Director may call for advice and for the orderly and effective guidance of the Institution.

(This amendment adopted August 25, 1969)

ARTICLE X

Chancellor of the College

Section 3. Chancellor of the College. The Board of Trustees may elect a Chancellor of the College to serve at the pleasure of the Board of Trustees and whose duties and responsibilities shall be as follows:

- a) They shall be nominal in character.
- b) To counsel the President of the College in the general management of the institution.
- c) To act as President of the College in the event of the death or resignation of the President of the College and when asked to do so by the Board of Trustees.

Section 4. The Chancellor shall be an ex officio member of the Board of Trustees and of all committees. He shall not be required to attend such meetings but shall have the right to attend and speak at such meetings as he deems advisable.

The Board of Trustees shall annually fix the salary and authorize the business expenses of the Chancellor.

That said Article V of the Bylaws of Whittier College be amended by the additional title and the additional sections above set forth to Article V as the same now exists.

BE IT FURTHER RESOLVED, that the Secretary copy this amendment in the Bylaws at the proper place.

(This amendment adopted August 25, 1969)

ARTICLE XI

Amendments

These By-Laws may be amended or repealed at any regular meeting of the Board of Trustees by a vote of two-thirds of all members present, provided a majority of the Trustees shall be present and participating in the meeting, previous written notice of the nature of any proposed amendment having been given at least twenty days before action thereon shall be taken.

ARTICLE XII

Former By-Laws

All former By-Laws are hereby repealed.

ARTICLE XIII

Seal

The seal of the College is in the form set hereto.

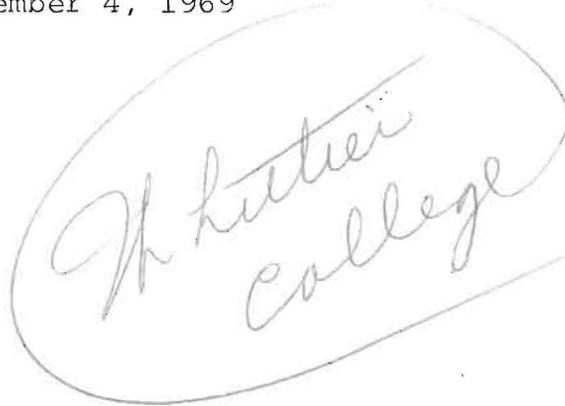
THOMAS W. BEWLEY
HENRY L. KNOOP (1890-1965)
WILLIAM M. LASSLEBEN, JR.
MARTIN E. WHELAN, JR.
EDWARD L. MILLER
JOHN W. SCHOOLING

BEWLEY, LASSLEBEN, WHELAN & MILLER
ATTORNEYS AT LAW
SUITE 510 WHITTIER SQUARE
13215 EAST PENN STREET
WHITTIER, CALIFORNIA 90602

AREA CODE 213
TELEPHONE 698-9771
TELEPHONE 723-8062

FRANK G. SWAIN
OF COUNSEL

December 4, 1969



Dear Rose:

Enclosed is the information for the President concerning Whittier College, which I think would interest him. If you think it wise, submit it to him, or put it in a College file.

As ever,

A handwritten signature in cursive that reads "Tom".

Thomas W. Bewley

TWB/tdj

Miss Rose Mary Woods
Executive Secretary to the President
The White House
Washington, D. C.

BEWLEY, LASSLEBEN, WHELAN & MILLER

THOMAS W. BEWLEY
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FRANK G. SWAIN
OF COUNSEL

December 4, 1969

Dear Mr. President:

The College Presidential Selection Committee met yesterday and selected five candidates to be interviewed. We have received two hundred twenty-seven (227) nominations. The Executive Committee has gone over the papers for each of these men and recommended twelve men for the committee to consider. From the twelve we selected five outstanding men. The five are designated with a red dot on the enclosed list. The seven other men are designated with a green dot. As you can see, the twelve are topflight.

Art Corey and Dr. Connick are now spending two weeks in the east interviewing the top five. They will report to the committee and we will evaluate the five from their personal interviews. The top three men and their wives will be brought to the campus where they will spend the afternoon with the committee and the evening at dinner with the Board of Trustees. The following day will be spent with the faculty and students and the third day with the Alumni group. After interviewing the top three men and their wives, the committee will then name the man to be invited to be President of the College.

We could find only one Quaker, Dr. S. D. Marble, who was formerly President of Wilmington College, who met our requirements.

Also enclosed is a copy of our Presidential Profile which we used as a basis for selecting a President and which Profile is mailed to every candidate. We have had unusually fine comments on the Profile and some of the comments are enclosed. For instance, Curtis W. Tarr, Assistant Secretary for the Air Force and one of your very trusted advisors and who, by the way, is a type of man Harvard is looking at, says that the Profile is the best he has ever read.

As ever,



Thomas W. Bewley

TWB/tdj

President Richard M. Nixon
The White House
Washington, D. C.

PRESIDENTIAL PROFILE

It is far easier to determine the qualifications of a college president than to discover a person who embodies them. Yet the search for a president should be facilitated by a frank delineation of the objectives. Any specification list is apt to be tainted by a touch of idealism and unreality, but these limitations will melt away when we are confronted with flesh-and-blood candidates. The characteristics listed below are in no special order of priority, and they are intended as a guide for our task and not as principles that imprison.

1. He should be an experienced administrator (such as a Department Chairman, Dean, Vice-President, President, or reasonable equivalent) who can choose able associates and subordinates, assign them clearly-defined roles, and hold them accountable for quality performances.
2. He should be a proven fund raiser who has the ability to organize and develop a many-faceted and productive fund-raising program.
3. He should be an innovative educator, with an earned doctorate (hopefully a Ph. D.), who has taught at the college or university level and understands the academic process.
4. He should be a person of Christian conviction who understands and sympathizes with the Quaker heritage.
5. He should possess the social and communication skills required to interpret the goals and needs of the College to its many constituents.
6. He should be a generalist whose range of the whole is not restricted by over-specialization.
7. He should be progressive in the sense that he is willing to change as circumstances change.
8. He should be somewhere in the range of 40 to 55 years of age.
9. He should be in robust physical health.

PRESIDENTIAL LEADERSHIP AND RESPONSIBILITY

A college president need not do everything. He need not, as one writer has sagely observed, "give a speech at every rise in the sidewalk." There are some things, however, that he should do if he is to succeed.

1. He should provide vigorous and imaginative leadership that will result in unity at the college based upon common purpose, determination, and dedication.
2. He should stimulate the development of academic and fiscal plans linked to an appropriate time schedule and become personally involved in the fund-raising program. He should be the catalytic agent that calls together and activates the round tables which give the plans birth.
3. He should organize an administration congenial to the ascension of ideas from students, faculty, alumni, and trustees through regularized channels of communication. He should encourage resolution of differences, not by domination or compromise, but by the discovery of viable alternatives which meet the essential conditions of the contesting parties. He should make each participant feel he is a part of the process and personally responsible for the enterprise at hand.
4. He should define and assign the authority and responsibility of each person, department, division, and committee so that each knows precisely where and how he stands. He should organize the college so that only a few people will report directly to him.
5. He should surround himself with an able staff and give them the prestige of their positions.
6. He should play a significant role in the recruitment of faculty and trustees.
7. He should move with ease among students, faculty, alumni, and the educational and business communities to advance the interests of the college.
8. He should encourage the development of volunteer support programs and provide them with staff services required to care for routine clerical chores.

INSTITUTIONAL PROFILE, 1969

The following matters are seen as deserving the highest priority in the continuing development of Whittier College:

1. One college

- a. To remain one college
- b. To resist pressures that would make us a university rather than a college
- c. To create and maintain an educational fellowship, a community of teaching and learning

2. Christian college with Quaker heritage

- a. To encourage with somewhat equal emphasis:
 - 1) Discipline of the intellect
 - 2) Nurture of the inner life of quiet devotion
 - 3) Implementation of social concern in practical, human service to the community and the world
- b. To set a standard of wholeness
 - 1) Worship and work
 - 2) Discipline and freedom
 - 3) Respect for individual and concern for group
 - 4) Cultural breadth and vocational competence

3. Independent and nonsectarian

- a. Self-perpetuating Board of Trustees, free from ecclesiastical control but pledged to maintain and uphold Christian ideals
- b. Trustees, administrators and faculty include members of the Society of Friends in sufficient numbers to sustain the Quaker heritage
- c. No discrimination in admission. Students admitted from a wide range of social, economic, racial, and religious backgrounds, from throughout the United States and abroad.

4. Coeducational

- a. Board of Trustees, administration, faculty, and student body to be made up of both men and women.
- b. To maintain continuous balance, or fair proportions, based on sex, with all that implies in terms of "equal" responsibilities and services

5. College of liberal arts primarily granting the bachelor of arts degree, with master's programs only in selected areas where there is special need and in which we have a special background and competence

- a. To keep the primary emphasis on quality baccalaureate education
- b. Concern for the quality of human experience and the meaning of being human
- c. Comprehensive understanding of man and the universe rather than technical training in highly specialized fields
- d. Education for leadership in the professions, business, and civic affairs

6. Small residential college

- a. Development of a working policy for limiting the undergraduate enrollment to a size consistent with the maintenance of an educational fellowship
- b. Provision for a faculty-student ratio which compares favorably with our sister institutions

"I want to congratulate your committee for the outstanding material concerning the job description and the College which you have enclosed with your request for nominations."

J. A. Greenlee, President
California State College at Los Angeles

" . . . I congratulate you on the excellent set of evaluative criteria to be used in measuring the men who will consider the position. I have taken the liberty of retaining it for future use in the search for faculty and staff and, who knows, perhaps one day for my successor."

Warren Knox
President
The College of Idaho

"The careful and responsible manner in which the Presidential Selection Committee is proceeding is most commendable."

Duane Moon, President
William Penn College

"If you don't mind unsolicited compliments, I should like to applaud the excellent supporting materials which you distributed with your letter to President Howard. In fact, your materials might well serve as a model for presidential search committees throughout higher education, and I wonder if I might be permitted to send copies to several friends of mine at other institutions facing the problem of locating a president."

John D. Phillips
Vice President for Administration
Lewis and Clark College

"The committee, as evidenced by the materials, is obviously determined to do a good job."

Vance D. Rogers, President
Nebraska Wesleyan University

"You have done a good job in outlining qualifications."

George H. Armacost, President
University of Redlands

"The committee should be commended for its very comprehensive description of the position, the kind of individual wanted, and the direction you see for Whittier College. It is rare to find such comprehensiveness in similar circumstances."

Richard R. Bond
Vice President of the University
and Dean of Faculties
Illinois State University

"The several profiles included with your letter suggest that your Committee has a fine understanding of educational leadership and is interested in the kind of education to which I am myself committed."

David H. Malone, Chairman
Comparative Literature Program
University of Southern California

"Obviously, a lot of very thoughtful and hard work went into the development of the various profiles, which should give any candidate a precise and concise view of Whittier College and its environment and its educational undertakings. The materials are, I think, the best I have seen."

Arland F. Christ-Janer
President, Boston University

"The excellent vita suggestions and presidential 'profiles' which you provided are the best that I have seen. My vita incorporates the items indicated . . ."

Harold E. Walker
Executive Vice President
Fresno State College

"Your job descriptions are well done and seem to be most appropriate for the task as I understand it."

John R. Coleman
President, Haverford College

"I want to compliment you on the well-developed material you sent with your letter. This should be most helpful in getting the right man."

Howard L. Rubendall, President
Dickinson College

"Let me say that I think you have done better than many committees do in drawing up a set of specifications hopefully to be met."

Chester M. Alter
Chancellor Emeritus, University of Denver

"I was most impressed with the presidential and institutional profiles you mailed to me. These papers represent a carefully prepared synthesis of the qualities needed for the man who will lead our college in this critical period of time."

Leonard Hills Crofoot

"You and your colleagues are to be commended for the materials which you have prepared in your quest for a successor to Paul Smith. When I worked for the Association of American Colleges I had opportunity to examine the materials of many Presidential Selection Committees and nowhere did I see a more succinct and stimulating statement about a job or an institution."

Peter H. Armacost
President, Ottawa University

"Your letter and its enclosures attest to the clear insight you have not only for the man you want, but for the place of Whittier in this confusing world of higher education."

Arthur T. Thompson, Dean
College of Engineering
Boston University

"May I compliment you on the skill with which you have prepared your Presidential Profile? I think it is the best I have ever read."

Curtis W. Tarr, Assistant Secretary
Department of the Air Force

" . . . your most excellent 'presidential profile' is"

Frank G. Dickey, Executive Director
National Commission on Accrediting

- ✦ Accepted
- Declined
- * Received after nominations closed

PRESIDENTIAL NOMINEES

- * Able, Associate Dean Harold, College of Education (Univ. of Oregon)
 - Ackley, Professor Gordon (Michigan)
 - * Albright, Executive Vice President A. D. (University of Kentucky)
 - Aldrich, Chancellor Daniel (University of California at Irvine)
 - Armacost, Dr. Michael (Pomona)
 - Armstrong, Associate Dean Willis C. (Columbia)
 - Armacost, President Peter (Ottawa University)
-
- Backes, Dr. James G. (Idaho State)
 - * Bartlett, Professor Irving H. (Carnegie-Mellon)
 - Bauman, Dr. Edward (Foundry Methodist Church)
 - ✦ Baxter, Vice President Norman (Fresno State)
 - * Bell, Provost Philip (U. C. Santa Cruz)
 - ✦ Best, Dr. Allen C. (Syracuse)
 - Bevan, Vice President John (University of the Pacific)
 - Beyer, Vice President Kenneth (Claremont Colleges)
 - ✦ Binder, Dr. Frederick (New York State Department of Education)
 - Bishop, Mr. Eugene
 - Boling, President Landrum (Earlham)
 - ✦ Bond, Vice President Richard R. (Illinois State University)
 - ✦ Boyer, Vice Chancellor Ernest (State University of New York)
 - * Briggs, Dean Channing (Portland State)
 - Bright, Dr. John (California Teachers Association)
 - * Brooks, Vice Provost E. Howard (Stanford)
 - Brown, Dr. David (De Pauw)
 - * Brown, President John A. (Lindenwood College)
 - ✦ Brownell, Vice Chancellor John A. (East-West Center, Hawaii)
 - Bullard, Dr. Todd (Potomac State, West Virginia University)
 - ✦ Burns, Dr. Gerald P.
 - * Brooks, Professor Norman (Cal. Tech.)
 - Bolman, Dr. Frederick deWitt (Associate Director, Esso Educational Fdn.)
 - * Boyle, Dr. Milton, Assistant to the President (Curry College)
-
- ✦ Caffrey, Director John (American Council on Education)
 - Capurso, President Alex (Stanislaus State)
 - Carlson, Past President Lee (Rockford College)
 - ✦ Case, Dr. William (St. Paul School of Theology)
 - Cheever, Professor Daniel (University of Pittsburgh)
 - Clark, Dean Kenneth (University of Rochester)
 - Clark, Dr. Kenneth (Physics Dept., University of Washington)
 - Clark, President Robert D. (University of Oregon)
 - * Clayson, Dean Wayne (University of Chicago)
 - Connick, Acting Chancellor Robert E. (Berkeley)

- * Coor, Vice Chancellor Lattie F. (Washington University)
- Cosand, President Joseph P. (St. Louis Jr. College District)
- Craine, Dr. Robert M. (University of Illinois)

- + Dawson, President Eugene E. (Temple Buell)
- Dahl, Dr. Norman (Deputy Director, Ford Foundation, Delhi)
- Davis, James W. (De Pauw University)
- Dearing, President G. Bruce (S. U. New York, Binghamton)
- + DeBoer, Dr. Lawrence (S. U. New York, Stony Brook)
- Decker, Dean Ralph (Scarritt College)
- Denison, Ervin L.
- Dickey, Dr. Frank (Executive Director, National Com. Accrediting)
- Doty, President James E. (Baker University)
- + Douglas, Professor Gordon K. (Pomona)
- Dovorin, Professor Eugene P. (C. S. Los Angeles)
- Drake, Dean Gordon (Colorado College)
- Dykstra, Dr. Virgil (S. U. New York)

- * Easterling, President Verlin (Associated Colleges of Central Kansas)
- + Eickhoff, Dean Andrew R. (Union College, Kentucky)
- Elliott, Dr. David (Cal. Tech.)
- Elmore, Dean Joe Earl (Earlham)
- Ely, Dr. Donald P. (Director of Communications, Syracuse)

- Flournoy, Dr. Houston
- * Ford, Dean Franklin L. (Harvard)
- + Forney, Dr. Richard
- Fortune, Jr., Provost Peter (University of Mississippi)
- + Forrester, Vice President James (Inter-American U., Puerto Rico)
- Franklin, Vice President Carl (University of Southern California)
- Freeman, The Hon. Fulton (Former Ambassador to Mexico)

- Gaines, Dr. William
- Garcia, President Walter (Rio Hondo College)
- Gatos, Dr. Harry (Massachusetts Institute of Technology)

- Gaustad, Dr. Edwin (U. C. Riverside)
 - + Gettemy, President James N. (Hartford Seminary Foundation)
 - Geyer, Editor Alan (The Christian Century)
 - + Gilbert, Chaplain Binford W. (University of Denver)
 - Gill, Dr. Theodore (World Council of Churches)
 - Greason, Dean Roy (Bowdoin)
 - + Graves, President Benjamin B. (Millsaps)
 - Gray, Associate Provost Paul (Massachusetts Inst. of Technology)
 - Green, Dr. William B. (Temple Buell)
 - + Grinder, Robert E., Dr. (University of Wisconsin)
-
- Hacker, Dr. David S. (University of Illinois)
 - + Hafer, President John S. (Curry College)
 - + Hartung, President Ernest W. (University of Idaho)
 - + Havard, Professor William C. (University of Massachusetts)
 - Hawley, Dean Kent (Lewis & Clark)
 - + Hawsmon, Dean Wilfred B., Jr. (Rockingham Community College)
-
- Hays, Dean William (University of Michigan)
 - * Heath, Professor Douglas (Haverford)
 - Heller, Professor Walter (Minnesota)
 - * Hellmuth, Dean William F. (Oberlin)
 - + Hichar, Vice President Joseph K. (Hiram Scott)
 - Hoffman, President Paul (University of Houston)
 - Hornbake, Vice President Lee (University of Maryland)
 - + Hough, Dr. Joseph C. (School of Theology, Claremont)
 - + Howard, President John (Rockford College)
 - Hoy, Dr. John (Davis)
 - * Hubbard, President David A. (Fuller)
 - Hudson, Dean Frederic (San Francisco State College)
 - Hyink, Dr. Bernard L. (California State College at Fullerton)
-
- Jackson, President Allen K. (Huntingdon)
 - + Jackson, President Frederick H. (Clark University)
 - + Jackson, Provost Larry A. (Collison College, Univ. of the Pacific)
 - + Jellema, Dr. William (Association of American Colleges)
 - * John, President Ralph C. (Simpson College)
 - + Johnson, Executive Director Heisse (Holston Conference Colleges)
 - Jones, Vice President Ross (Johns Hopkins)
 - Joy, Dean Ned (San Diego State College)
-
- + Kahl, Provost William F. (Simmons)
 - Keeton, Vice President Morris (Antioch College)

- Kerr, Dr. Clark
 - + Kerstetter, President William (DePauw University)
 - + Kleckner, President Donald C. (Elmhurst)
 - Knapp, Dean David (Cornell)
 - Knight, President John L. (Wesley Theological Seminary)
 - Knox, President Warren (College of Idaho)
 - Kolb, Dean William (Beloit)
 - Kroepsch, Director Robert H. (Western Interstate Com. for Higher Education)
 - Krueger, Dr. Robert (Duke)
-
- Laird, Dr. James (American Friends Service Committee)
 - Lamson, Dr. Roy (Massachusetts Institute of Technology)
 - Langford, Professor Thomas (Duke)
 - + Langsdorf, Dr. William B. (California State College at Fullerton)
 - Lare, Dr. James (Occidental)
 - + Lester, Dr. John (Haverford)
 - Lindell, Dean Edward (University of Denver)
 - + Lisensky, Vice President Robert (Ohio Wesleyan)
 - Little, Dr. H. Ganse (Williams)
 - Lyman, Vice President Richard W. (Stanford)
 - + Lindaman, Dr. Edward B. (Assistant to Vice Pres., North American)
-
- MacLachlan, Professor Bruce (Southern Illinois University)
 - Magee, Professor John (University of Puget Sound)
 - Maguire, Dr. John D. (Wesleyan)
 - + Malone, Dr. David H. (University of Southern California)
 - + Marble, President Samuel D. (Saginaw Valley College)
 - Mayo, Dr. Charles (University of Southern California)
 - McCombs, Dean John H., Jr. (Syracuse)
 - McCoy, Dr. Charles S. (Danforth Professor of Religion in Higher Education, Pacific School of Religion)
 - McCracken, Dr. Paul W. (Michigan)
 - McDonald, Dr. Lee (Pomona)
 - + McGinnis, President Fred (Alaska Methodist University)
 - McKeachie, Professor Wilbert J. (Michigan)
 - + McKenna, Dean Frank (Monmouth, Illinois)
 - + Miller, Vice President Roger (Milliken University)
 - Mills, Vice President Eugene (University of New Hampshire)
 - Moore, Dr. Douglas K. (Callison)
 - Morlan, Dr. Robert (Redlands)
 - Morrisset, Dr. Irving (University of Colorado)

- + Moulton, Dean Wilbur (Southern Illinois University, Carbondale)
- + Muller, Vice President Steven (Cornell)

- Napier, Dr. B. Davie, Chaplain (Stanford)
- Nelson, Dr. Lyle M. (Stanford)
- Nichols, Dr. Herbert
- + Noonkester, President Ralph (William Carey College)

- Odell, Executive Director Morgan (Assn. Independent Colleges and Universities)
- * Odle, Dean Dean (College of Idaho)
- O'Donnell, Director Kevin (Peace Corps, Seoul)
- Olds, Dr. Glen (U. S. Ambassador)
- Olson, President John F. (Oklahoma City University)

- Payton, President Benjamin F. (Benedict College)
- Peairs, Dr. Richard (American Association University PROFESSORS)
- Pelletier, President Lawrence (Allegheny)
- + Pemberton, Professor LeRoy (San Diego State College)
- Perdue, President James E. (State U. of New York, Oswego)
- Perkins, President James (Cornell)
- Peterson, President Rudolph (Bank of America)
- + Phillips, Edmund J.
- + Phillips, Vice President Howard M. (University of Southern Alabama)
- Piotrow, Dr. F. J. (American University)
- Piper, Dean H. Dan (Southern Illinois University, Carbondale)

- + Ray, President Roy F. (Friends University)
- + Rainsford, Associate Dean George N. (University of Denver)
- Rankin, Dr. Robert (Danforth Foundation)
- Record, Chaplain E. C. (Claremont Colleges)
- Reed, Dr. Howard (Director, Inst. of International & Intercultural Studies, University of Connecticut)
- Reynolds, President Thomas H. (Bates)

- Rider, Dr. John R. (Southern Illinois University)
 Roß, Dr. J. Wesley (University of Southern California)
- Roose, Dr. Kenneth (American Council on Education)
 - + Roskens, Vice President Ronald (Kent State University)
 - Ruoff, President Paul M. (Cate School)
 - Ryan, Vice President John W. (Indiana)
 - Ryf, Vice President Robert (Occidental)
- Sanders, Dr. Timothy (Occidental)
 Schechter, President William H. (Tarkio College)
- * Schulz, Dean Robert O. (Brown)
 - Shapra, President Paul (Drake)
 - * Sherriffs, Dr. Alexander C.
 - Sherwood, Vice Chancellor Foster (U.C.L.A.)
 - * Smallwood, Professor Frank B. (Dartmouth)
 - Smith, President Seymour (Stephens College)
 - Sontag, Dr. Fred E. (Pomona)
 - Spencer, Vice President Harold (San FERNANDO State College)
 - Stark, Dr. Franklin (Oakland)
 - Stauffer, Dr. John
 - Stevens, Professor Carol M. (Reed)
 - + Stonesifer, Dean Richard (Drew)
 - Stowe, Dr. Eugene
 - Stuit, Dean Dewey B. (University of Iowa)
- Talbot, Dr. Phillips (Former Ambassador to Greece)
 - Tarr, Assistant Secretary Curtis W. (U.S. Air Force)
 - Teague, Dr. William
 - + Thayer, Dr. Lee (University of Iowa)
 - Theophilus, Dr. Donald
 - + Thompson, Dean Arthur T. (Boston University)
 - Tidwell, Professor James N. (San Diego State College)
 - Tozer, Professor Lowell (San Diego State College)
 - Tregoe, Dr. Benjamin
 - Trotter, Dean F. Thomas (School of Theology at Claremont)
 - Truman, Vice President David B. (Columbia)
 - Tyndall, Dean Robert E. (Long Beach State College)

Van Eck, Dean Daniel (Carleton)

- + Walker, Vice President Donald E. (San Diego State)
- + Walker, Vice President Harold E. (Fresno State)
- Wallace, Dr. Earl (San Francisco State College)
- Walters, Senior Vice President Everett (Boston University)
- Wanless, President Lawrence (College of the Virgin Islands)
- + Waring, Associate Dean E. Graham (Lawrence)
- Weidner, Chancellor Edward W. (Wisconsin)
- Wert, Dr. Robert J. (Mills)
- Widdon, President Frederick P. (University of Southern Alabama)
- Wilkes, Rev. Magee
- + Wimpess, President Duncan (Monmouth College)
- Winstead, Dr. Nash N. (North Carolina State University)
- * Withey, President Raymond A. (Green Mountain College)
- Wood, Executive Secretary Thomas (Elementary Principals' Assn.)
- * Wormer, Dr. George

Whittier College Faculty Members--9

- Yoe, Dr. Wendell (Boston University)
- Young, Dr. Kenneth E. (State University of New York)
- * Young, President Kenneth T. (Asian Society)

February 10, 1969

Dear Mr. Wyden:

How nice of you to write me concerning our conversation. I was delighted to be of assistance.

With kindest personal regards,

Sincerely,

Rose Mary Woods
Personal Secretary
to the President

Mr. Peter Wyden
Executive Editor
Ladies' Home Journal
641 Lexington Avenue
New York, New York 10022

RMW/ma

Peter Wyden, Executive Editor

February 4, 1969

Dear Miss Woods:

Just a word of gratitude to tell you how very much I appreciated your usual quick and incisive help last Friday when we needed the President's OK on re-printing the 1968 preface to MY SIX CRISES. This will be a stimulating and most timely article for our readers, and we greatly appreciate the President's help, and yours, in making it available so graciously and promptly.

Sincerely,

A handwritten signature in cursive script, appearing to read "Peter Wyden", with a long horizontal line extending to the right.

Miss Rose Mary Woods
The White House
Washington, D. C.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 27, 1969

TO: ROSEMARY WOODS

FROM: JAY WILKINSON

To let you know that I have requested Doug Hofe to remove the desk in the TV room in the President's apartment at 810 Fifth Avenue.

April 30, 1969

MEMORANDUM

TO: THE PRESIDENT
FROM: Rose Mary Woods

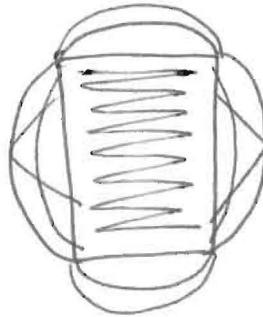
Personal

file

As you will note from the attached letter, Jules Witcover is planning to do a book on your comeback.

When he called me I put him off with the excuse that I was very busy just now and asked him to send a letter telling exactly what it was he wanted to talk about.

I, personally, would hope that another writer would do this book but will do whatever you say about whether I talk with him at all or not.



2505 Fowlers Lane
Reston, Virginia
April 22, 1969

Miss Rose Mary Woods
Personal Secretary to the President
The White House
Washington, D.C.

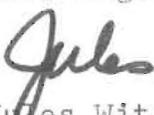
Dear Rose:

It was good to talk with you today. The book I'm undertaking will seek to trace President Nixon's comeback starting in November, 1962, after the California gubernatorial race, his decision to move to New York, his law practice and foreign travels and his eventual return to political activity. What we're dealing with here is certainly one of the great political comebacks in American history, and I feel strongly that it be told in a comprehensive and objective way. Although much has been written about Mr. Nixon's activities from 1962 to 1968 in a general way, there still is remarkably little public awareness of what he was doing, what was on his mind, who were his friends, how he spent his time and energies, and finally how he responded when opportunity once again came his way.

Two things would be most helpful: if I could sit down with you and simply reminisce about some of those days, and if you could suggest names of others to whom I should talk here in Washington, in New York and in California. Our conversations would be on whatever basis you would prefer. For a start, I would be most interested in discussing with you that first period after the California race, the move to New York and the problems of settling into a new life and locale.

I'd like to phone you in a week or so, after you've had a chance to think back to that period a bit. I'm sure my questions can help provide some focus too.

Best regards,


Jules Witcover

July 7, 1969

TELEPHONE CALL

HERBERT HOOVER, Jr.

Res. 213/682-1502
Office 213/624-4014

RECOMMENDED BY: Rose Mary Woods

REASON:

He is not going to be able to go to the Bohemian Grove this year because of a recurrence of cancer of the liver

You might commiserate that the two of you will be unable to be at the Grove this summer -- hope you will both be there next year.

Deceased

April 23, 1969

TELEPHONE CALL

HERBERT HOOVER, JR.

Res. 213/682-1502
Office 213/624-4014

RECOMMENDED BY: Rose Mary Woods

REASON: He has a recurrence of cancer of
the liver per a note I received
from Walter Trohan.

He is probably in the hospital
but his office or residence
will be able to give you the
number.

TELEPHONE CALL

EARL ADAMS

Code 213/620-1240

RECOMMENDED BY Rose Mary Woods

REASON

Just to again express appreciation for the great job he did in handling your mother's estate -- also, pleased he is a member of the Nixon Foundation.

September 22, 1969

64

HENRY F. TENNANT
323 West 30th Street
New York, New York 10001



AMERICAN FLAG SERIES

"I pledge allegiance to the flag of
the United States of America, and to
the Republic for which it stands,
one Nation under God, indivisible,
with liberty and justice for all."

First Day of Issue



FIRST DAY OF ISSUE

Honorable, Mrs.
Richard M. Nixon, Family,
1600 PENNSYLVANIA AVENUE,

THE WHITE HOUSE,
WASHINGTON, D.C. 20500.

T

March 29, 1969 -- 2:25 PM

Walter Trohan *sp* (Chicago Tribune) called

He said at the Chowder & Marching reception the President asked him to take Gerry Ford to the Bohemian Grove. He has arranged for an invitation to Gerry Ford to come from the Board of Directors of the Club and then they will get him in to the Cave Man Camp.

There is one problem in connection with the Bohemian Grove (wanted to tell you so you could talk with the President about it).

He says that Harvey Hancock has gone all over the Bohemian Club telling them what the President does or ~~xxxx~~ does not want -- changes his mind every now and then -- he tells them he has discussed this with the President which they do not believe.

The Board of Directors has appointed Herbert Hoover, Jr. to be the liaison between the President on any matters pertaining to the Club. Through him they will do anything that the President wants in any way. If there are any problems they will go through Hoover.

Mr. Hoover will be calling RMW about this himself but probably will not call until after Monday.

(Hoover is the Camp Captin and has appointed Trohan the Assistant Captain.

M

15

Chicago Tribune

WASHINGTON BUREAU
SUITE 1120
1750 PENNSYLVANIA AVENUE, N. W.
WASHINGTON, D. C. 20006

OFFICE OF
WALTER TROHAN

RZ

March 30, 1969.

Dear Mr. President,

In accordance with the wish you expressed to me, I have arranged to have Gerald Ford as a guest at Caveman.

The magic of the White House works wonders with the Board of Directors of the Bohemian Club.

Incidentally, they are beset by our mutual friend, Harvey Hancock, with suggestions supposedly emanating from the White House. These are often contradictory.

So the Board has asked our Captain, Herbert Hoover Jr., to be the intermediary between the Board and the White House for anything you may want. They are prepared to do anything you wish.

Herb, who helped mightily on Gerry, has named me assistant Captain for Washington, so you may refer anyone or anything to me and be sure it will be advanced to proper channels.

The President
Washington, D.C.

Cordially,

Walter

Chicago Tribune

2135 R STREET, NORTHWEST
WASHINGTON, D. C. 20008

✓

OFFICE OF
WALTER TROHAN

file

April 20, 1969.

Dear Rose Mary,

I thought you might like to know, in order to pass on to the President, that Gerald Ford has turned down the invitation to Bohemian Grove. He was most grateful but has several speaking engagements and also expects to be in the midst of a battle for the legislative program.

I reported that Robert Finch had been invited before he was picked for the cabinet. By the way, the President should know, if he already doesn't Herbert Hoover Jr., is in trouble. His liver cancer returned. He underwent more surgery recently. He isn't making a secret of it, but he's not advertising it.

RN
will put on telephone list

Cordially,

Walter

Miss Rose Mary Woods
Washington, D.C.

C. G. Rebozo

KEY BISCAIYNE BANK BUILDING
KEY BISCAIYNE, FLORIDA 33149

February 26, 1969

Miss Rose Mary Woods
White House
Washington, D. C.

Dear Rose:

The enclosed letter is self-explanatory. I had sent one of the President's handkerchiefs to Mallorca and apparently, they are unable to do the work.

I am trying another source and will be in touch.

Sincerely,


C. G. Rebozo


CGR:lh



Marca Registrada

Casa Bonet, S.L.

SUCESORES DE MANUEL Y ALFREDO BONET
SAN NICOLAS, 15 - TELS. 222117 - 216747 - TELEGRAMAS "BONET"
PALMA DE MALLORCA

February 18, 1969

SUCURSAL:
Zurbano, 67.
MADRID-3

MR. C. G. REBOZO
KEY BISCAYNE BANK BUILDING
KEY BISCAYNE, FLORIDA 33149
USA

Dear Mr. Rebozo,

We thank you for your letter received as of this morning.

We regret to advise you that it will not be possible for us to copy the sample handkerchief, that you enclosed with your letter.

Accordingly, we are enclosing the sample herewith.

We are sorry we can not be of service to you on this occasion, meanwhile, we remain,

Yours sincerely,
CASA BONET, S.L.



Proveedor de la
REAL CASA

October 20, 1969

Dear Mr. Roepke:

I want you to know how grateful I am for your willingness to donate the original of the news release of October 25, 1962 to the Nixon Library. You were most enterprising to retrieve this paper after the rally in San Mateo, and I can assure you that it will be a valued addition to the other papers which are being collected and catalogued for inclusion in the Library.

Miss Woods has given me an opportunity to read your letter to her of October 15, and your words of confidence and support are deeply appreciated. I only hope my course of action in the months ahead will continue to merit your approval.

With best wishes,

Sincerely,

Mr. Carl F. Roepke
Hall-Roepke Company
1450 Chapin Avenue
Burlingame, California 94010

RN:maf

Enclosure: copy of News Release of 10/25/62

NIXON FOR GOVERNOR

NEWS
RELEASE

Remarks by
RICHARD NIXON
Win With Nixon Rally
San Mateo
October 25, 1962

FOR FLAT AM RELEASE
October 26, 1962

We are living in a moment of great crisis for the United States and the world. The times call for calm, strong, forceful leadership by all persons in positions of authority.

The Cuban situation now transcends partisan debate. Whatever arguments may have been, now that the course of action has been decided, now that the prestige of the United States has been committed, we must speak with one voice to the world.

It is easy to become uninformed, emotional, excited and start runs on gasoline stations and grocery stores. But we must not panic. We must keep our heads, for you can be sure Khrushchev is watching how Americans react. If we can't take it, he will provoke us all the more.

While the situation is grave and involves serious risks, we must view it calmly and in perspective. Clearly the President could not have acted otherwise. He deserves our full support. For to have Castro controlling powerful weapons of destruction would be a frightful thing. Castro, compared to Khrushchev, is a madman.

I know Khrushchev. He is not a man who is a slave to his passions. He uses rather than loses his temper. And he will not risk Moscow to save Havana.

war, but defeat without war. Forty-five years ago, communism was a cellar conspiracy. Now, through revolution, subversion and coup d'etat, the Communists control one-third of the world.

Communists look at the world in terms of a century and they are willing to wait. They think they are strong and we are soft. But the greater likelihood is that when Khrushchev is put to the point of no return, he will back down.

- More -

NIXON FOR GOVERNOR

NEWS
RELEASE

- 2 -

⑤ Americans must accept the cold war as a way of life. Today the battle-front is Cuba. Tomorrow it may be Southeast Asia or Berlin.

One of the great marks of America is that we have never in our history discontinued political discussion, even when we have been at war. For us to follow any other practice, especially when not at war, would be out of character with the American tradition.

This is a time for us to strengthen our understanding and devotion to our own ideals.

We must not play the Communists' game -- either out of fear or ignorance. When our beliefs in free enterprise, decentralized government, voluntary action and open political debate can keep us free and alive, those who ~~really~~ rally to the banner of "Better Red than Dead" are either fools or cowards.

- ① Don't Panic
- ② Don't quit call off campaign
- ③ Strengthen America - 30 - for the
Cory had -

Calvin can help -

- ① Law + state
- ② Don't permit int + dependency
- ③ Law enforcement -
- ④ Communist program - educate (c)

moral + spiritual strength -

Churches -

not to fight on their ground

Terms of Crisis prove a people greater -

There are no rights

FROM THE DESK OF
Ward L. Quaal

The

Honorable

Rose Mary

Woods

Best! Ward