



IMPERIAL COUNCIL OF SAN FRANCISCO, INC.

Titleholder and New Member Orientation

MISSION STATEMENT

- **The Imperial Council of San Francisco, Inc.** is a not-for-profit 501(c)(3) Public Benefit Corporation in the State of California that hosts and participates in a variety of entertainment and educational events, and activities to raise monies, which support the causes of other diverse community-based charitable organizations that do not discriminate based upon race, age, gender, sexual orientation, religion or ethnic background.

Our purpose is to collect charitable contributions from individuals and organizations, to distribute those contributions to other not-for-profit 501(c)(3) public benefit charitable organizations, and to have fun while doing it.

Our intent is to allow membership to any individual or organization. Though our primary membership is drawn from the LGBT culture we believe everyone has the right of inclusion and the desire to help their community.



FOUNDER



José Julio Sarria
In Honor and Loving Memory
Absolute Empress I, The Widow Norton
December 12, 1922 - August 19, 2013



JOSE JULIO SARRIA

- ◉ In 1961, the visionary, Jose Julio Sarria became the first openly gay candidate for public office in the United States when he ran for the San Francisco Board of Supervisors. He placed fifth with over 5,600 votes from among a field of 29 candidates. Jose's courageous run for public office put the gay vote on the American political map. As Jose himself put it, "From that day on, nobody ran for anything without knocking on the door of the gay community."
- ◉ Sarria also co-founded the Society for Individual Rights, an early homophile organization that was assertive and self-confident, proving and giving greater voice to the gay vote in the community
- ◉ In 1964 at Beau Arts Ball that was hosted by the Tavern Guild of San Francisco, José was crowned Queen of the Ball. Later he was to say "we're all queens and why become a queen when you can become empress"; thus he proclaimed himself Empress of San Francisco and later proclaimed that he was the wife of the late Emperor Joshua Norton.
- ◉ In 1965 Sarria founded The Imperial Court of San Francisco.
- ◉ Sarria's honored leadership, contributions and his historic legacy as the visionary leader, educator and official voice of the Imperial Court of San Francisco and The International Court System that followed, remained until he abdicated in 2007. Even thereafter, Sarria remained a formidable guiding voice to The Imperial Court of San Francisco and the International Court System.



THE TAVERN GUILD

- ◉ In 1963, San Francisco gay bar owners and Sarria founded the Tavern Guild of San Francisco, organizing Club owners and gay patrons to stand united in the fight against growing police corruption, raids and arrests of gay club owners and patrons.
- ◉ The Tavern Guild refused to allow Jose to go around in female attire so he dressed up in a suit, tie, hat, a variety of necklaces and jewels and hints of make up to attend various functions. He had his courtiers and held court as the Empress.
- ◉ The Tavern Guild was the original owner of the Imperial Court of San Francisco and the Empress was its official hostess.
- ◉ As in any organization the start was a little rocky but José held firm and a Privy Council was formed to govern the office of Empress.
- ◉ Based upon European royalty various areas of San Francisco were noted as "colony or enclave" where Czarinas were appointed to oversee these areas such as Polk Street, The Castro, The Tenderloin and South of Market. These Czarinas, former Empresses and other individuals served on the Privy Council.



EMPEROR'S FOUNDER



John Bizzell
Founder of the Emperors
Grand Pere Founded:
September 29, 1972

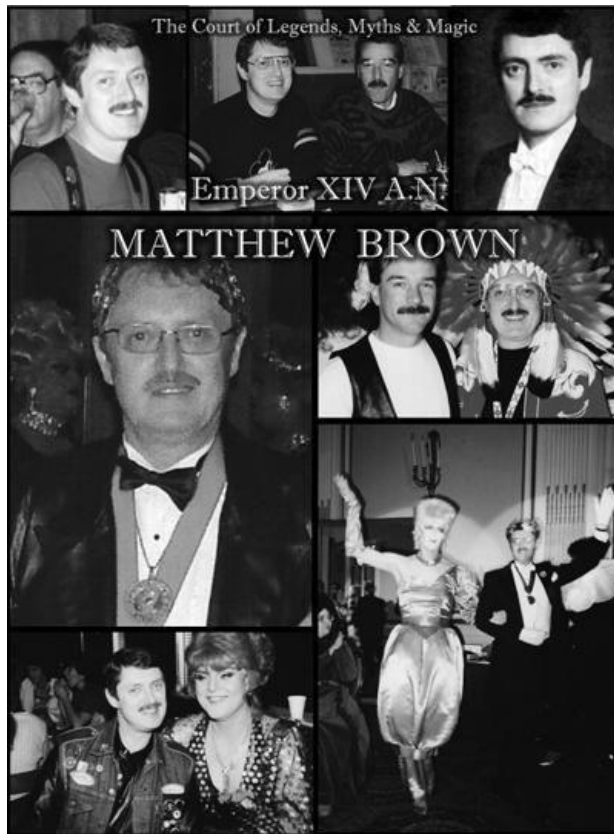


JOHN BIZZELL

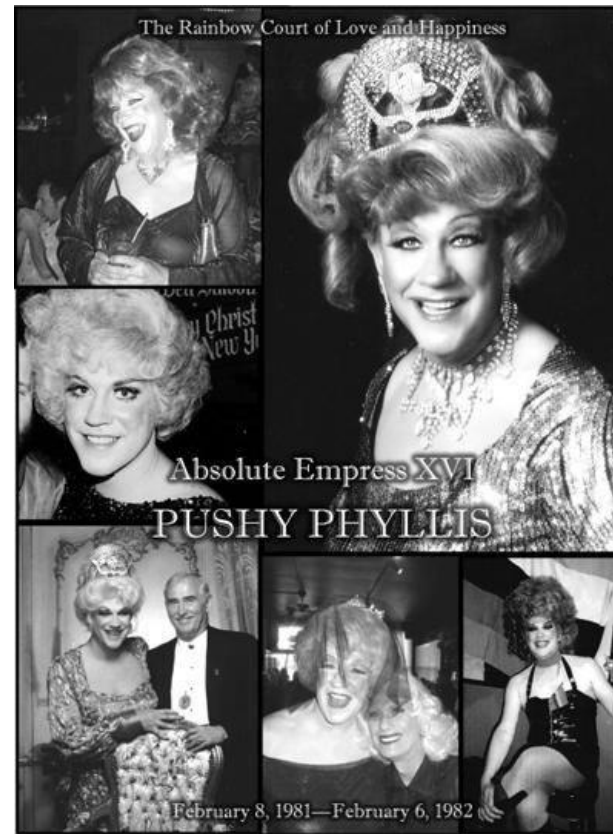
- ◉ John created a concept of an Emperor that along with the Empress would be the symbolic representatives of a Council of Organization comprised of all the newly forming committees and groups focused on Gay Liberation.
- ◉ When the concept was presented to the Tavern Guild membership in 1972 by The Committee to Elect an Emperor, it was defeated by supporters wanting the Empress and the Tavern Guild to remain more social, feeling an Emperor was not needed nor wanted
- ◉ The Committee decided it would proceed on its own, separate from the Tavern Guild. John met with Jose and asked him to crown the new Emperor at the final election night scheduled for September in commemoration of when Emperor Norton declared himself Emperor in 1859. Jose accepted and became a member of The Committee. On that night Gil Hernandez, known to the Gay community as Marcus Manulis Capitolinus, or Mr Marcus, was elected the first Emperor After Norton.
- ◉ Even though the two groups co-mingled in certain aspects, The Emperors and Empresses existed separately until 1983. Jose continued his nurturing work with both groups, serving on the Boards of all Emperors, as part of The Imperial Court system, and then assisting with the merger of the two titles in 1983, finally realizing his dream of a unified Imperial Court of San Francisco.



IMPERIAL KING FATHER AND IMPERIAL QUEEN MOTHER



**Imperial King Father
Emperor XIV of San Francisco After Norton
Matthew Brown**



**Imperial Queen Mother
Absolute Empress XVI of San Francisco
Pushy Phyllis**



TITLEHOLDERS

- ◉ Emperor and Empress
- ◉ Imperial Crown Prince and Princess
- ◉ Mr. and Miss Gay San Francisco
- ◉ Mr. and Miss Golden Gate
- ◉ Mr. Miss and Ms Cowgirl
- ◉ Mr. and Miss Imperial Leather
- ◉ Mr. Miss Ms and Mztr. Treasure Island

- ◉ Note: Some titles may be in reserve at the discretion of the Imperial Council Board of Directors.
- ◉ Note: As a non-profit public benefit charitable organization, the IRC and California Non-Profit Corporation rules prohibit the endorsement of a political party or candidate for political office. A nonprofit may endorse a non-partisan issue on a ballot, in the case of the Imperial Court, such issues that relate to discrimination of sexual minorities. a. This rule also applies to all reigning titleholders of the Imperial Court of San Francisco.

[As a private citizen, any individual may endorse any political party or candidate for political office or partisan initiative. However, the titles that are owned by the Imperial Council of San Francisco, Inc. cannot be used as part of that endorsement.]



TITLEHOLDER RULES

- ◉ All female titleholders must appear in female attire and be clean shaven at any officially sponsored event
- ◉ All male titleholders must appear in male attire at any officially sponsored event
- ◉ Titleholders cannot enter into any contractual agreement or execute instruments of any kind that would indebted themselves as titleholders or the Imperial Council of San Francisco, Inc. or the Imperial Court of San Francisco
- ◉ The reigning Emperor and Empress of the Imperial Court of San Francisco must first approve any event that is produced by the reigning titleholders. It must also be approved by the Imperial Council of San Francisco Inc. Board of Directors
- ◉ Titleholders cannot handle any type of financial instrument, i.e. money or checks, set up online sales, etc. during the year of their reign. This is to protect these individuals from any allegations of financial mismanagement.
- ◉ Titleholders are to show due respect to all San Francisco monarchs during the year of their reign



TITLEHOLDER RULES CONTINUED.

- ◉ **Titleholders are required to attend all Imperial Court related in-town state events, and stay for the entire length of the event, as follows:**
 - (a) Imperial Gala and candidate introductions for Emperor and Empress
 - (b) Coronation Ball
 - (c) Step down of their title, culmination of their reign
 - (d) Participate and be in Pride Contingent with Their Majesties Title holders
 - (e) Volunteer with the Imperial Council at Community Partner Pride Entry Gate
 - (f) **STRONGLY ENCOURAGED** to volunteer with the Imperial Council at Castro Street Fair Entry Gate, Any event sponsored by the Imperial Council of San Francisco, Inc., and the Imperial Court; and the Imperial Council participation in Folsom Street events fundraising efforts.
- ◉ **Note: Titleholders may at their option, and in a gesture of goodwill, attend the coronation event for the Grand Duke and Grand Duchess of San Francisco. This is not a required event.**



EMPEROR AND EMPRESS



- ◉ The publicly elected positions of the office of Emperor and Empress of San Francisco are representatives of the Imperial Court of San Francisco and the Imperial Council of San Francisco, Inc. a California nonprofit public benefit corporation.
- ◉ The Emperor and Empress represent all aspects of the Lesbian / Gay / Bisexual / Transgender (LGBT), and other sexual minority communities. In addition to being representatives of the Imperial Court of San Francisco, a major part of the job is to raise money for charity through events that they and their court produce.
- ◉ The Emperor and Empress, when representing their title or court, must appear in the appropriate attire of their office and exhibit proper conduct and decorum.
- ◉ The Imperial Court system is based upon the European nobility, with its heads of state and courtiers.
- ◉ The titles of Emperor and Empress and all reigning titleholders in their court are not to be used for direct or indirect personal financial gain.
- ◉ The titles of Emperor and Empress and all reigning titleholders in their court cannot be used to promote non-charitable events.
- ◉ The titles of Emperor and Empress and all reigning titleholders in their court cannot be used to promote any political party or candidate for political office.



IMPERIAL CROWN PRINCE AND IMPERIAL CROWN PRINCESS

- ◉ Titles started in 1993-94
- ◉ Imperial Crown Prince 1 of San Francisco, Larry Cook
- ◉ Imperial Crown Princess 1 of San Francisco, Faberge
- ◉ As selected representatives, the Imperial Crown Prince and Imperial Crown Princess, when representing their title or court, must appear in the appropriate attire of their office and exhibit proper conduct and decorum.
- ◉ Titles are appointed by the reigning monarchs and approved by the Board of Directors.
- ◉ Must hold one fundraiser separately or jointly during the reign, benefiting a non-profit 501c3 organization.



MR. AND MISS GAY SAN FRANCISCO

- ◉ Pageant produced by the Imperial Council of San Francisco Board of Directors.
- ◉ The contest is based upon a pageant format with Olympic scoring.
- ◉ Founded in 1972
- ◉ 1st Mr. Gay San Francisco Jim Halladay in 1972
- ◉ Must host one charity fundraiser individually, and one charity fundraiser jointly as Mr. Gay and Miss Gay during the year of their reign as a pre-requisite to the completion of their reign.



MR AND MISS GOLDEN GATE

- ◉ Founded by Absolute Empress XXXI Cockatielia
- ◉ Mr. Downtown Golden Gate 1996-97: Paul Chiasson
- ◉ Miss Downtown Golden Gate 1996-97: Bobbie Pin
- ◉ Mr. Uptown Golden Gate 1996-97: Trevor Logan
- ◉ Miss Uptown Golden Gate 1996-97: Wenda Watch
- ◉ The contest is based upon the number of raffle tickets sold and possible points earned for team sponsorship.
- ◉ Must host one charity fundraiser, jointly or separately as Mr. Golden Gate or Miss Golden Gate during the year of their reign as a pre-requisite to the completion of their reign.
- ◉ Net proceeds from the Golden Gate contest benefit: 50% to the Monarchs Charity Fund and 50% to the Monarchs Admin Fund.



MR. COWBOY AND MISS AND MS COWGIRL

- ◉ Started in 1969
- ◉ Lee Burnside was Mr. Cowboy for 3 years 1969 to 1972
- ◉ In 2015 the Ms Cowgirl was added with Eaton Percy as its first titleholder.
- ◉ Must host one charity fundraiser individually, and one charity fundraiser jointly as Mr. Cowboy, Miss Cowgirl and Ms Cowgirl during the year of their reign as a prerequisite to the completion of their reign.
- ◉ The contest is based upon the number of raffle tickets sold.
- ◉ Net proceeds from the Cowboy/Cowgirl contest benefit: 50% to the Monarchs Charity Fund and 50% to the Monarchs Admin Fund.



OTHER TITLES

- ◉ Mr. and Miss Imperial Leather
- ◉ Mr., Miss, Ms and Mztr. Treasure Island

- ◉ These titles currently in reserve
- ◉ Should these titles become active:
 - Net proceeds from these contests benefit: 50% to the Monarchs Charity Fund and 50% to the Monarchs Admin Fund.
- ◉ Titles will be part of the reigning monarchs court.



HOW TO PREPARE FOR AN EVENT AND HAVE IT APPROVED ?

Below is a template for the San Francisco Imperial Council event form. This form is available from any council member.

This form, along with a draft budget should be filled out with their Majesties approval and then submitted to the Board of Directors for approval.

Please remember that their Majesties must approve the event and budget before the event is submitted to the Board of Directors.



To be submitted to the Board of Directors, for their approval, in advance of any fundraising event. Please fill in as appropriate and submit via email or in-person at the appropriate Board meeting.

Name/Theme of Event:	
Date of Event:	
Location:	
Time of Event (including door and show times):	
Beneficiary(ies):	
Open Show or Booked Performances:	
Host(s):	
Emcee(s):	
Fundraising Options Planned (show, raffle, shots, etc.)	
Expected Expenses (venue, food, beverage, decorations, promotions)	
Flyer Design	
Board Member(s) Representative for Accounting	
DJ Included/Needed:	
Music Format:	
Food Provider:	
Bar Provider/Sponsor(s):	
Bartender(s):	
Lighting/Sound Requirements:	
Volunteers:	
Event Open to Public?	
Additional information re: event or non-profit beneficiary:	



HOW TO PREPARE A BUDGET?

Below is a template for the San Francisco Imperial Council draft budget form. This form is available from any council member.

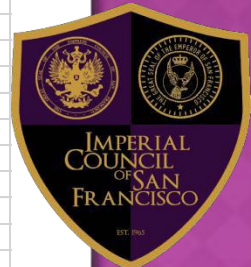
This form, along with the event form should be filled out with their Majesties approval and then submitted to the Board of Directors for approval.

Please remember that their Majesties must approve the event and budget before the event is submitted to the Board of Directors.



EXPENSES				
Item	Quantity	Estimated	Actual	Notes
Promotions				
Posters/Flyers			\$0.00	
Bar Cards			\$0.00	
Ads in Coronation Programs / Other			\$0.00	
Promotions Sub-Total			\$0.00	
Location - Event				
Sound and Lighting Production				
Bartenders (), Bar Back (), Busser ()				
Security ()				
Event Manager				
House Manager (Includes table set-up, etc.)				
Cocktail Tables				
Tables (different sizes) and Linens for Catering & Auction				
Standard Seating, VIP Seating				
Location Sub-Total			\$0.00	
Food/Beverage				
Food				
Jello Shot Supplies				
VIP Drink Tickets				
Food/Beverage Sub-Total			\$0.00	
Décor				
Centerpieces				
Ballons/Event Space				
Stage/Room				
Décor Sub-Total			\$0.00	
REVENUE				
Item	Quantity	Estimated	Actual	Notes
Bar				
VIP				
General Admission				
Coat Check			\$0.00	
Raffle				
Silent Auction				
Food sales				
Performer Tips				
Jello Shots				
Revenue Sub-Total			\$0.00	
SPONSORSHIP/DONATIONS				
Item	Quantity	Estimated	Actual	Notes
Persaonl sponsorships				
Product sponsrrships				
Company/business sponsorships				
Sponsorship/Donation Sub-Total			\$0.00	
BENEFICIARIES				
Name of charity if and tax ID number				

PROJECTED RESULTS	Quantity	Estimated	Actual	Notes
TOTAL EXPENSES				
Promotions				
Location				
Food/Beverage				
Décor Sub-Total				
EXPENSES				
TOTAL DONATIONS/REVENUE				
Sponsorship/Donation Sub-Total				
Revenue Sub-Total				
TOTAL DONATIONS/REVENUE				
IMPERIAL COUNCIL - Board gets				
DONATION TO Charity				



HOW TO SUBMIT FOR REIMBURSEMENT?

Complete the All Purpose Form (found on the imperial council website under the Board of Directors page)

Submit ALL receipts attached to form to Board Treasurer. (You can not be reimbursed without receipts)

Any expenses over those listed on event budget must be communicated with Board of Directors prior to spending.

www.imperialcouncilsf.org



WHAT IS NEEDED ON A FLYER FOR IT TO BE APPROVED?

1. Titleholder Name with TMIM Emperor (reigning Emperor) and Empress (reigning Empress) in Conjunction with The Imperial Council of San Francisco, Inc.
2. Reigning Court Logo
3. Imperial Council Logo
4. Imperial Council website:
www.imperialcouncilsf.org
5. Net Proceeds benefit: (501c3 organization listed) or Monarchs Charity, Admin funds.
6. Date and Time of Event
7. Location of Event and Address



FAQ'S

- How do I pay my yearly dues?
 - Dues can be paid online via our website: www.imperialcouncilsf.org, given to the Board Secretary or Board Treasurer or mailed to Imperial Council of San Francisco, 584 Castro Street, PMB 469; San Francisco CA 94114
- How can I become a member of the Imperial Council?
 - Applications are available online on our homepage: www.imperialcouncilsf.org Submit completed application to board secretary with required fee and during the monthly board of directors meeting the board will vote on approval .
- When are the Imperial Council board meetings?
 - Board meetings are scheduled on the fourth Monday of the month. Check our event calendar on our website for time and locations. www.imperialcouncilsf.org
- Who can collect money at an event?
 - The Imperial Council Board Treasurer or approved designee by the board treasurer only can handle money.
- How do I get a letter to solicit or thank you for donations?

The Imperial Council Board Secretary can provide you a letter on request.
- Can I do a online fundraiser?
 - Yes, work with Board Treasurer or Secretary to set up. All Online fundraising (ie. Facebook fundraisers) end by November 30th of the Reigning court year to allow time to receive money raised for distribution at coronation.
- Who can sign contracts or enter into agreements?
 - Only the Board Chairman or his/her designee is authorized to enter into any contract.
- Where can I find the bylaws for the Imperial Council of San Francisco?
 - Bylaws are located on our website: www.imperialcouncilsf.org

Contact any member of the Board of Directors for answers to additional questions

